



Job Description

Job Title: S.T.E.A.M. Education Specialist

Salary Level: Part Time/Full Time Hourly

Shift: Primarily Monday-Friday 9:00am-5:30pm; Must be able to work some evenings, weekends, and holidays

Department: Programs: Education

Reports to: School Programs Manager

Summary:

The S.T.E.A.M. Education Specialist will enhance on-site and outreach museum experiences of visitors and students by helping them to build fluency and understanding of S.T.E.A.M. (science, technology, engineering, art, math) concepts, core ideas, and related practices and the interconnectedness of all things; to ignite their creative imagination; to be more curious, more informed, and more engaged; and to be inspired to see and act in new and powerful ways. To this end, an ideal S.T.E.A.M. Education Specialist is someone who is full of wonder and enjoys experimenting, questioning, and exploring the world around us. S/he is also outgoing and a passionate advocate for helping ALL students and visitors gain a greater understanding of and appreciation for S.T.E.A.M content and the interconnectedness of all things. The S.T.E.A.M. Education Specialist will work as a team to administer and deliver a variety of educational programming for museum visitors and Utah students from across the state. Examples of education programs include but are not limited to field trips, summer camps, and outreach to schools. Ideal candidates will be skilled in researching and developing curricula, will enjoy engaging a variety of museum visitors and students, will have a broad educational background, and will have a detail-oriented focus on program administration.

Top 3 Expectations:

1. Dependability. Punctual when teaching workshops, leading field trips, meetings and outreach.
2. Communication. Speak clearly, listen to each other, keep each other informed on what's going on, and teaching the correct material clearly.
3. Work Product. Develop/update curriculum, complete tasks that are assigned, keep records, and save for future products.

Essential Duties and Responsibilities:

School Fieldtrips

- Lead Fieldtrips: Greet and orient field trip groups. Communicate with teachers, chaperones, and students to ensure a positive fieldtrip experience. Communicate with museum staff to ensure smooth movement of fieldtrip groups through the museum.
- Assist in the development of fieldtrip materials, including pre and post trip materials.
- Teach workshops: Prepare workshop materials. Teach hour-long classes of up to 40 fieldtrip students at a time. Assist fieldtrip leaders with smooth movement of field trip groups throughout the museum.
- Develop workshop curriculum.

Summer Camps

- Develop summer camp curriculum.
- Collaborate with community partners.
- Teach summer camps: Teach weekly morning and afternoon session summer camps from June-August. Prepare camp materials and activities. Ensure child safety and well-being.

Special Projects/Administration

- Administer at least one long-term Education Program, including but not limited to: Summer Camps, Field Trip Workshops, Mind Riot, or Teacher Professional Development.
- Duties include: curriculum development, evaluation, data entry and management, and communication with teachers, parents and other program stakeholders.
- Projects exclude summer camp months, this averages to approximately 15 hours/week. (Each “special project” is an annual commitment of approximately 410 hours).
- Projects can include one of, but not limited to: Girl and Youth Programs, Museum Curriculum and Programs for Exhibits, Community Engagement (Volunteer and Outreach), and etc.

Leo on Wheels (LOW)

- Travel with LOW: Travel for both local and out-of-town visits to schools throughout Utah. (Lodging and meal stipend provided). Travel includes driving a pickup truck while towing a large cargo trailer.
- Setup/takedown LOW: Unload and setup exhibit components from cargo trailer into schools. Take down and stow exhibit components from schools into cargo trailer.
- Teach with LOW: Present accurate, positive and engaging information about the LOW exhibit components. Cultivate positive relationships with school staff and community. Participate in the evaluation of exhibit components and planning of new components.

Floor Facilitation

- Facilitate visitor experiences on the museum floor. Participate in the opening and closing of the museum and its exhibits.
- Job duties may change over time at manager’s discretion.

Knowledge, Skill and Abilities:

- Experience managing (and inspiring!) groups of youth.
- Experience in K-12 education instruction or administration.
- Valid Utah Educator license and familiarity with Utah’s education system, standards.
- Excellent communication skills (verbal and written).
- Ability to work in fast-paced environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities.

Training and Experience Requirements:

- Bachelor’s degree in science, technology, education or similar.
- Valid Utah Driver’s License; have a clean driving record.

Physical Requirements:

- Drive a truck hauling a 25-foot cargo trailer, sometimes with distances of up to 300 miles, often alone.
- Lift 25 lbs.
- Stand for up to 6 hours at a time. Bend repeatedly to pick up objects from the floor.

Employee Name

Date

Employee Signature