



## Job Description

**Title:** Art Educator  
**Hours:** Part-time, hourly  
**Reports To:** Museum Manager

### Education/Experience:

Associates Degree Required, Bachelor's Degree preferred or equivalent experience in museum studies, visitor services, early education or customer service

### Certificates, Licenses, Registrations:

Satisfactory background screening

### Written/Oral Skills:

Candidate must have excellent written and oral skills and feel comfortable speaking in front of the public. They must have the ability to read, analyze and interpret professional and technical documents. Selected candidate must be able to type reports, correspondence and emails and input data into various software programs. Candidate must have the ability to effectively communicate in English.

### Description:

The Boca Raton Children's Museum strives to be a premier venue for Cultural, arts, and STEAM programs for young children and their families. The Early Childhood Education Instructor is responsible to design, develop, and execute the educational programs and activities targeted toward children 12 months – 5 years of age, and their parents, in accordance with the Museum's mission and vision.

### Basic Responsibilities:

- Design, create, develop, manage and teach the educational curriculum provided to young children and their parents to include but not limited to:
  - Age and developmentally appropriate creative, interactive and exciting activities
  - Parenting skills
  - Storytelling
  - Music and Movement
  - Sensory art
  - Mommy, Daddy or Grandma and me classesin conjunction with the themes and exhibits presented in the museum.
- Open and close museum buildings as needed.
- Greet and welcome visitors and tour groups upon their arrival at the Museum.
- Provide instruction and/or presentations for classes, museum visits, travelling museum programs, etc.
- Promote the museum's various activities and revenue generating programs such as art classes, rentals, memberships, gift shop sales and event tickets.
- Handle all transactions including museum admission sales, membership, class fees, gift shop and refreshment sales.
- Assist with the set-up and breakdown for special events, classes and programs as outlined by the supervisor.

- Prepare and re-stock needed materials at the front of the Museum and at various program check in areas and class locations
- Maintain the interior of the Museum on a daily basis and report to management any issues or topics that arise from public use of the buildings, programs, etc.
- Assist the public with any general inquiries or questions and provide excellent customer service.
- Train Museum staff and volunteers to implement programming
- Knowledge of child development and parenting skills
- Minimum of 2 years' experience in creating and implementing programs and curriculum
- Strong presentation skills and time management skills
- A creative self-starter well organized, detail-oriented with the ability to multi task.
- Ability to work independently and with a team

**Additional Responsibilities:**

Other duties as assigned

My Signature below indicates that I have read and agree to this Job Description.

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Employee Name

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Signature