



National Law Enforcement Museum

at the Motorola Solutions Foundation Building

National Law Enforcement Officers Memorial Fund (NLEOMF)

Job Description

Position: Museum Educator I
Incumbent:
Reports to: Manager of School Programs
Direct Reports:

This position will be a great opportunity for a museum educator to lead school tours, workshops, and programs for school groups, teens and homeschool audiences.

Primary Areas of Responsibility:

- Lead and assist with school programs, workshops and tours for K-12 audiences.
- Lead and assist with the administration and delivery of programs for homeschool audiences.
- Lead and assist with the implementation of the Teen Leadership Council, including monthly meetings and programs planned throughout the year.
- Lead and assist with the coordination and implementation of traveling workshops, scout programs, and other community-based initiatives.
- Work closely with the Volunteer Coordinator to assign volunteer roles for workshops, tours, and programs for school groups.
- Distribute, collect, and process evaluations for school tours, workshops, and programs.
- Other duties and responsibilities as assigned.
- Assist visitors in the gallery.

Knowledge/Skills/Abilities:

- Bachelor's Degree in Education, History, Material culture, or related field; Master's Degree preferred. Minimum of 2-3 years experience working as a museum educator or school teacher
- Strong knowledge of learning theories and practical experience teaching school children
- Experience developing and implementing programs for K-12 audiences
- Strong organizational, oral and written communication skills.
- Flexibility and adaptability in approach to work in a growing organization
- Ability to work evenings and weekends as program schedule requires
- Proficient computer and computer network skills, including Microsoft Office Suite
- Familiarity with the law enforcement profession is desirable
- Willingness to assist with initiatives and projects as needs arise throughout the organization

Working Conditions:

- Must be able to lift up to 50 pounds. Position requires frequent, sustained periods of sitting, as well as standing and movement. Work is performed in varied locations, including facilities in Maryland and Washington, DC. Position will involve an increased workload during the National Police Week and during the build and launch of the Museum.