



# National Law Enforcement Museum

at the Motorola Solutions Foundation Building

## National Law Enforcement Officers Memorial Fund (NLEOMF)

### Job Description

<b>Position:</b>	Museum Educator II
<b>Incumbent:</b>	Open
<b>Reports to:</b>	Manager of Adult and Family Programs
<b>Direct Reports:</b>	None

This position will be a great opportunity for a museum educator to lead workshops, programs, and tours for adults, seniors, and audiences with special needs.

#### Primary Areas of Responsibility:

- Lead workshops and tours for adult audiences.
- Lead and assist with on-site and off-site programs for seniors and adult audiences with special needs.
- Assist with panel discussions and programs for young professionals.
- Assist the Firearms Training Simulation Educator with adult groups, when required.
- Work closely with the Volunteer Coordinator to assist with volunteer assignments.
- Lead and assist with family programs throughout the year.
- Distribute, collect, and process evaluations for adult programs.
- Assist visitors in the gallery.
- Other duties and responsibilities as assigned

#### Knowledge/Skills/Abilities:

- Bachelor's Degree in Education, History, Material culture, or related field;
- Minimum of 2-3 years experience working as a museum teacher or public program educator.
- Strong knowledge of learning theories and engaging audiences of all ages.
- Experience developing and implementing programs for adult and family 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.