Delaware Museum of Natural History
Public Programming Assistant
Rate of pay $10.00/hour

Reports to: Public Engagement Manager
FLSA status: Hourly/Non-exempt

Summary:

• Under the direction of the Public Engagement Manager, the part-time Public Programming Assistant leads virtual and in-person, science-based, educational programs for group tours and outreaches. Assistants facilitate, scout programs, camps, special events, interactive labs, birthday parties, scout & community overnights and more.

Essential Functions:

• Present virtual and in-person engaging, interactive, inquiry-based, science-related, educational programs and tours
• Assist pertinent Public Engagement staff with program and event assessment and evaluation to improve and enhance content
• Create and maintain a positive, creative, inclusive, and curious educational group culture among participants
• With assistance from the School & Community Programs Coordinator adapt tour and program content and delivery for groups with diverse needs
• Responsible for program preparation and clean-up, and care and handling of program materials and equipment
• Monitor on-site tour groups’ activities to ensure compliance with Museum contracts and safety practices

Minimum Qualifications:

• BA/BS in a field pertaining to science, education, or natural history-related field preferred. College juniors or seniors working towards a degree considered
• Experience working as an educator in a formal or informal setting
• Ability to work comfortably within a virtual education setting which includes, but not limited to, using Zoom and Microsoft Office
• Ability to take science concepts and present them at an age-appropriate level
• Knowledge of natural history or an interest and willingness to learn
• Excellent communication skills, including ability to relate to different age groups and educational levels in a positive and professional manner
• Valid driver’s license
Special Requirements:

- Ability and willingness to handle and assist with the care of the Museum’s live animal collection
- May require first aid, CPR, AED training (Museum paid)
- Flexibility and adaptability to work a part-time variable schedule that meets programming and event needs

Other Functions:

- This job posting is not designed to cover all functions, duties, activities or responsibilities that are required.

Qualified candidates are invited to email their cover letter and resume to treed@delmnh.org, fax to the attention of Terri Reed at (302) 658-2610, or submit to the Delaware Museum of Natural History, ATTN: Human Resources, P.O. Box 3937, Wilmington, DE 19807. Deadline for submission is Friday April 2, 2021.

The Delaware Museum of Natural History is an equal opportunity employer. We are committed to inclusivity and encourage all qualified candidates to apply.