



Museum Educator/ DTE Fellow

The **Museum Educator** is responsible for the development and delivery of new and existing programming at the Institute of Science focused largely on experiences for outreach to under-resourced classrooms. Museum Educators play an integral role in creating engaging and inclusive experiences and are expected to demonstrate excellent presentation, interpersonal, classroom management, and problem-solving skills. Familiarity with science topics and at least two years of experience with informal learning are required. The Museum Educator/DTE Climate Change Fellow will focus on the development and delivery of engaging programs that increase understanding of the intersection between environmental, social, and economic issues as well as a desire to design sustainable community-driven efforts and transformations.

Responsibilities include, but are not limited to:

- Develop and deliver science standard-aligned educational programs for a wide range of grades and districts.
- Communication program offerings to selected audiences for participant recruitment.
- Effectively work with diverse audiences in a thoughtful and enthusiastic manner with demonstrated understanding of academic challenges.
- Willingness to adapt programs in response to age, ability, and feedback of participants
- Ability to acquire, maintain, and successfully use face-to-face and remote equipment and materials and be prepared for malfunction and alternate needs for successful program delivery.
- Train program delivery staff.
- Accept responsibility for, and assist in the maintenance of, program equipment and materials.
- Document to-do lists, procedures, and lesson plans; leave a clear trail that the program delivery team can access and follow.
- Maintain pertinent data as required per grant reporting.
- Drive and travel in an Institute vehicle to Southeast Michigan classrooms on a daily or weekly basis.
- Deliver programs at the museum which include occasional evening, holiday, and weekend hours.
- Become familiar with current offerings (both at the Institute and in Southeast Michigan); seek opportunities for improvement and implementation.
- Track and complete a timesheet on a biweekly basis.
- Be aware of emergency and security procedures; implement as needed (training provided).
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

What the incumbent in this position can expect:

- Maximum 2-year fellowship, anticipated end date is 6/30/2024
- Interaction with science, education, exhibit, and development teams invested in fellow's success
- Development of relationships with Southeast Michigan district administrators and educators
- Participation in Cranbrook Educational Community DEIA learning opportunities

- Ongoing feedback sessions for professional, program, and Institutional growth
- Be a part of a safe and loyal community that is dedicated to creating an equitable and inclusive environment for all, including our staff, visitors, partners, and volunteers.

Requirements:

- Undergraduate degree or higher in an area of science/education required.
- Two years' experience teaching youth (especially elementary/middle school) in formal and/or informal setting required. Certification in elementary or middle school education is preferred.
- Demonstrated experience with an understanding of a variety of content delivery methods.
- Strong customer service, interpersonal, active listening, and public speaking skills.
- Use organizational skills to keep track of materials, schedules, and associated communications from program delivery team.
- Enthusiasm for subject matter and eagerness to share that enthusiasm with learners of all ages.
- Mature and professional attitude; reliable.
- Possess a valid Michigan driver's license with satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.

(Please note that a fully completed employment application is required for consideration)