
Assistant Educator

JOB SUMMARY

This position is responsible for assisting in the development and delivery of a broad-based program of educational and community programs that are designed to increase visitation to the Edison & Ford Winter Estates by schools, community groups and the general public. All programming will include printed curriculum based on Next Generation Florida Sunshine State benchmarks that reflect standards appropriate for the age groups. Must be able to travel and be comfortable running classroom programs at the Estates, in school, community events and buildings as well as facilitate educational group tours. Requires degree from accredited college or university. Excellent communication skills, must like working with all ages, a team player, ability to work self-directed on various aspects of the position and report activity regularly to Education Coordinator. Assistant Education Coordinator is a full-time position with benefits.

SCHEDULE/HOURS

The Estates is open 7 days a week year-round with evening hours during the holidays and other special events throughout the year. Regular public daytime hours are 9 AM - 5:30 PM with tickets sold until 4 PM and retail until 5:30 PM. This position will serve those hours and will average 20 -29 hours per week.

ESSENTIAL JOB RESPONSIBILITIES

- Assist the Education Coordinator in the development of curriculum-based programs in support of the interpretation of the site and Edison Ford legacy to include integrated history, science, reading and the arts. All programming will include pre and post visit activities and additional resources in the written curriculum
- Responsible to setup classroom for all Education programming and events
- Assist Education Coordinator in annual Estates school events and exhibits, including but not limited to Edison Ford Holiday Nights, entertainment groups, Children's Tree Trail and Art in the Gardens
- Deliver Estates Education programming as part of team teaching including but not limited to summer and holiday children's camps, Emerging Inventors Early Learners Classes, homeschool classes, environmental science tours, school group tours including add-on engineering workshop programs, and scout programs
- Ability to speak informatively to visitors on the history, historic buildings and gardens
- Support education/school group tours, includes leading tours
- Responsible to greet all student groups touring the site and coordinate volunteer tour support
- Responsible to send pre and post visit materials to all groups, class and program participants
- Support Education Coordinator in annual and regular contact with education groups who previously visited or indicate regular visitation for updated Edison Ford tour information

- Attendance at staff and volunteer monthly meetings
- Monthly meeting with marketing department and tours to review upcoming month's activity
- Daily check-in with museum office, tickets, interpreters and information booth to be sure group tours and programming coordinates with visitor services and historian activities
- Program presentations in support of marketing the Edison & Ford Winter Estates
- Attend trade shows and community partner events and meetings as needed to distribute newsletters, brochures, fliers and promotional materials
- Assist in museum and with bus groups when needed

SUPERVISORY RESPONSIBILITIES

Although this job has no direct supervisory responsibilities, this position will work closely with and coordinate various volunteers, education interns, and junior counselors who assist with administrative duties within the department as well as assisting in the classroom during camps and other educational programming and events. As such this person must be able to develop excellent work relationship with this diverse group.

MINIMUM REQUIREMENTS

- Bachelor's degree from four year college or university.
- Two years' experience in curriculum planning in an educational setting.
- Demonstrated ability to establish and maintain effective working relationships.
- Able to operate basic office equipment safely and efficiently.
- Must be able to work evenings and weekends
- Must have transportation and be willing to travel; tradeshow, conferences, school outreach, public libraries, and more.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Occasionally required to stand for lengthy periods; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Occasionally exposed to wet and/or humid conditions and extreme heat.
- May be required to work hours other than the regular schedule including nights, weekends, and holidays.

[Click here to download](#) Edison Ford Employment Application.

TO APPLY E-MAIL LETTER OF INTEREST & RESUME TO:

employment@edisonfordwinterstates.org
