



## Part-time Museum Teacher

**Reports to:** Education Programs Manager

**FLSA Status:** Part-time, non-exempt

**Date Written:** July 2021

### ORGANIZATION

Planet Word ([www.planetwordmuseum.org](http://www.planetwordmuseum.org)) is a brand-new interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Founded by Ann Friedman, the museum has been established in the newly renovated and restored National Historic Landmark Franklin School, at the corner of 13th and K streets in the heart of Washington, D.C.

*Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where our community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.*

### POSITION

The Museum is seeking an energetic individual with a passion for informal education to join our education team.

Part-time Museum Teachers lead engaging virtual school-based programs that offer students in grades 3-12, as well as occasional adult groups, the opportunity to enjoy, play with, and appreciate various aspects of the language arts. Museum Teachers also assist the Education Programs Manager in developing curriculum for new programs based on museum content. Additionally, Museum Teachers are responsible for handling reservation requests, reporting program attendance, conducting evaluation activities, and communicating with classroom educators about the programs. Museum Teachers may also occasionally be asked to support other Planet Word programming.

As a small museum with a nimble staff and start-up mentality, all Planet Word staff are expected to collaborate and support other departments and functions, as well as engage with patience and flexibility as new systems are developed.

### ESSENTIAL FUNCTIONS

- Provide students with warm, welcoming, enjoyable, and encouraging learning opportunities
- Process virtual field trip reservation requests and respond to educator queries with accuracy, clarity, speed, and professionalism

- Regularly and punctually report on education and evaluation activities conducted individually
- Work with members of the Education team and other departments to develop virtual field trip content in an iterative process, accepting revisions and edits, in response to changing program goals and participant feedback
- Adhere to Planet Word's policies and procedures and represent the museum's core values
- Support a culture of cross-organization communication, collaboration, and information sharing
- Attend regular trainings

#### **OTHER REQUIREMENTS**

- Able to work 15 hours/week
- Availability to work between the hours of 9 AM and 4 PM ET a total of at least 3 weekdays a week
- Occasionally teaching, curriculum development, and administrative work can be conducted at other times during the day/week
- Availability to perform this seasonal position from September 2021- mid-June 2022

#### **QUALIFICATIONS AND SKILLS**

- Course work and/or a bachelor's degree in education, language arts, museum studies, or related field
- At least one year's experience working with children ages 8 and up in a formal or informal education context
- A sense of humor and an ability to communicate enthusiasm for Planet Word's mission, values, and content
- Highly dependable and punctual
- Flexible and able to adapt to changing student needs and priorities
- Experience working as a member of a team as well as demonstrated ability to accomplish tasks independently
- Excellent spoken and written communication skills with both children and adults from different backgrounds.
- If working remotely, a reliable high-speed internet connection as well as comfort using Microsoft products, Google Suite products, and video chat programs. Applicants must be able to perform basic technological troubleshooting checks
- If working remotely, reliable access to a quiet space from which to conduct virtual programming without excessive background noise

#### **OPTIONAL QUALIFICATIONS AND SKILLS:**

- Ability to write and teach in Spanish is a **highly valuable PLUS**
- Experience using inquiry in an educational setting
- Experience facilitating virtual programming

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical abilities to perform all core functions and duties of the position, including but not limited to the following: ability to communicate clearly; visual acuity including but not limited to color vision, depth perception, central and peripheral vision, close vision, visual acuity to read, and visual acuity to view a computer monitor for long periods; manual dexterity to operate a computer keyboard for long periods. Working at a computer for long periods of time.

## **SALARY AND BENEFITS**

\$20/hour

## **TO APPLY**

Please send your work availability, resume, and a creative letter of interest via email to:

[careers@planetwordmuseum.org](mailto:careers@planetwordmuseum.org)

Subject: Education, Museum Teacher

*Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where our community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.*