Museum Teacher

Reports to: Manager of Education Programs
FLSA Status: Part-time, Non-Exempt
Date Written: January 2026

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is an 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. Established by educator Ann Friedman, the museum is housed in the Franklin School, a newly restored and rehabilitated National Historic Landmark at the corner of 13th and K Streets NW in the heart of Washington, D.C.

The museum is home to a variety of events spaces including the 150-person 'Friedman Family Auditorium' which hosts a range of public and private events, film screenings, author book talks, educator convenings, and more. We play host to prominent speakers, including renowned literacy experts, well-known journalists, popular authors, major philanthropists, politicians, ambassadors and diplomats.

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, 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 community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION

Museum Teachers are responsible for facilitating engaging programs that offer participants the opportunity to enjoy, play with, and appreciate various aspects of the language arts and sciences.

The Museum Teacher's core function is to enable Planet Word to offer hands-on workshops onsite at the museum, online via a variety of video conferencing platforms, and occasionally offsite at other locations. The workshops were designed for and are presented to students in Grades 3-12 but are also occasionally offered to adult learners and educator audiences.

In addition to teaching, Museum Teachers assist the Manager of Education Programs in maintaining the relevance and accuracy of the content and teaching materials for Planet Word's education content based on participant and stakeholder feedback. Museum Teachers are also responsible for communicating with classroom educators about program content, encouraging interest and reservations, participating in the program reservation process, reporting program attendance, participating in the creation of promotional materials, maintaining teaching materials and spaces, and conducting evaluation activities.

Museum Teachers may also occasionally be asked to support other Planet Word education initiatives, programming, and visitor-oriented operations. All Planet Word staff are expected to

collaborate with and support other departments and functions, as well as engage with patience, flexibility, and motivation as new initiatives and systems are developed.

ESSENTIAL FUNCTIONS

- Provide students with welcoming, enjoyable, interesting, and encouraging learning opportunities.
- Teach hour-long programs on a variety of subjects related to the role words and language play in our lives.
- Provide on-the-spot modifications to workshop delivery to enhance inclusion and accessibility.
- Work with members of the Education team and other departments to continually refine and improve the suite of extant museum workshops.
- Participate in the modification of content to accommodate student needs in an iterative process, accepting revisions and edits, in response to changing program goals and participant feedback.
- Occasionally support the Manager of Education Programs in the development of new educational offerings through activities such as but not limited to researching peer models, contributing to guiding documents, creating activities and educational materials, and more.
- Handle both internal and external correspondence and maintain accurate records related to Workshop bookings.
- Respond to educator queries about programming with accuracy, clarity, punctuality, and professionalism.
- Work with marketing and education teams to spread awareness of and interest in Planet Word education offerings including maintaining accurate, forward-facing descriptions of program offerings on the website, flyers, emails, etc.
- Work with other teams to ensure that Planet Word's spaces are shared across teams respectfully and responsively and build a great experience for all museum visitors.
- Provide occasional Education Program support such as but not limited to sourcing supplies, doing market research for like-programs, and preparing materials or collateral.
- Create and maintain monthly and real-time reports on education and evaluation activities.
- Represent Planet Word professionally at offsite venues and locations including but not limited to schools, tabling events, peer organization meetings and more, as needed
- 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 trainings as needed.
- Perform other duties as assigned.

OTHER REQUIREMENTS:

- Able to work 20-25 hours/week.
- Availability to work onsite between the hours of 9:30 AM and 2:30 PM ET, at least 3 days of the following days: Monday, Wednesday, Thursday, and/or Friday. Additional hours will be scheduled to suit the mutual needs of the successful candidate and Planet Word.
- Occasionally Museum Teachers may be asked to adjust hours to accommodate programs scheduled outside of regular working hours.

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 full-time experience working with young people ages 8 and up in a formal and/or informal education context.
- Comfort facilitating discussions on a variety of subjects where differing opinions might surface.
- A sense of humor and an ability to communicate enthusiasm for Planet Word's mission, vision, values, and content.
- High attention to detail and responsiveness in records-keeping and electronic communication.
- High dependability and punctuality.
- Flexibility and the ability to adapt to changing needs and priorities.
- Detail-orientation and the ability to keep accurate records of work projects over time.
- Experience working as a member of a team as well as demonstrated ability to accomplish tasks independently.
- Excellent spoken and written communication, and public speaking skills with both children and adults from different backgrounds.
- Comfort using Microsoft products, Google Suite products, and video chat programs. Applicants must be able to perform basic technological troubleshooting checks.

OPTIONAL QUALIFICATIONS AND SKILLS:

- Ability to speak, write, and deliver content in Spanish or another language other than English is a highly valuable PLUS.
- Experience using inquiry method 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.

While performing the duties of this job the employee is regularly required to sit, use hands and arms to operate keyboard, mouse and phone. The employee needs to regularly use senses of sight and hearing. The employee is frequently required to reach with hands and arms and required to stand, walk, stoop, or kneel. The employee is frequently required to lift up to 50 pounds, move furniture and equipment, and lead prospective clients through the event spaces.

SALARY AND BENEFITS

$23.00-26.00/hour

Planet Word offers PT benefits including:
PTO: Personal and Sick Leave

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TO APPLY

Please send your work availability, resume, and a creative letter of interest via email to:
careers@planetwordmuseum.org

Subject: Museum Teacher