



## **Assistant Museum Educator P/T**

**The Museum of Early Trades & Crafts, METC**, a history museum located in Madison New Jersey is seeking a part/time educator to work with our education department in the delivery of our extensive museum programs for children, families, adults, and seniors. Our public mission is realized almost exclusively through educational and interactive programs tailored to people of all ages, with an emphasis on schools. We offer a variety of hands on and engaging programs both at the museum, in our new Education annex or via outreach, exploring aspects of New Jersey history, with a focus on the late 18th through mid-19th century. These programs provide a deeper appreciation about how our current society developed, touching on topics such as immigration, ingenuity, games, civics, and many others, encouraging understanding of what it means to be 21st century citizens.

This position requires a maximum of 15-20 hours per week. The successful applicant must be available at least two weekdays and Saturdays with the occasional evenings. We are flexible with hours and can accommodate schedules as needed.

### **Required for applicants:**

- A Bachelor's degree in education, history, or equivalent field is preferred
- Experience working with children grades pre-K through 12
- Experience working with adults/seniors
- Proficiency with MS Office Suite
- Proficiency in Spanish would be a plus
- Valid driver's license and ability to travel to various locations in our service area

### **Job responsibilities include:**

- Delivery of all programs offered by the Museum, including school field trips, after-school, outreach, presentations, workshops and adult programs
- Working closely with curator of education on program development, creating activities, and support materials
- Setting up and preparing the site, equipment, and materials
- Assisting staff with communications, emails, and scheduling
- Other administrative duties as required

### **Compensation & Benefits**

Compensation is \$15/hour. METC is an at will employer. This position is not a contract hire and there is no relocation compensation.

### **Equal Opportunity Employer**

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.

### **How to Apply:**

Interested candidates may apply by sending a cover letter, resume, qualifications, and references to: [info@metc.org](mailto:info@metc.org) with "Assistant Museum Educator" in the subject field. Only qualified candidates will be considered.