



The Museum of Early Trades & Crafts (METC) is a New Jersey history museum located in Madison NJ. We are seeking an experienced Museum Educator to join our Education Department. The Museum Educator creates and implements all mission-based programs to educate and engage audiences of all ages, with a primary focus on children and families; and will develop and deliver programs both at the museum and through our extensive outreach opportunities at schools, libraries, adult living facilities, and other institutions. The Museum Educator will be part of a highly collaborative museum staff and must be willing to assist wherever needed. The position is full time, salaried and exempt.

Our public mission is realized almost exclusively through educational and interactive programs tailored to students in grades K to 12. We offer a variety of hands-on and engaging programs, exploring aspects of New Jersey history, with a focus on the late 18th through mid-19th centuries. Our education mission has expanded to align with the NJ Student Learning Standards, and we offer programs on civics literacy, immigration, women, and minority rights as well as STEM/STEAM initiatives. The Museum Educator will work closely with education and curatorial staff to promote the mission of the museum, assist with integrating educational components to our changing exhibits and will be part of a small team--working collaboratively to successfully promote the museum as one of New Jersey's pre-eminent history museums, engaging new and diverse audiences.

#### **RESPONSIBILITIES:**

- Implement museum's current programs
- Develop and produce new educational programs for all ages
- Maintain relationships with New Jersey schools and engage them in museum programming
- Maintain Education calendar and statistics
- Assist in researching and applying for grants to fund educational programs
- Assist in developing educational program budgets
- Assist curatorial department with exhibit research and collections management
- Assist with other duties as needed

#### **REQUIREMENTS:**

- Degree in education or education-related field with previous training or teaching experience
- Experience in developing education programs and curriculum
- Must be self-motivated, organized, and goal oriented
- Excellent written and verbal communication skills and strong attention to detail
- Ability and desire to work with learners of all ages, with a special focus on youth, families, and senior adults
- Proficient in Google Suite and Microsoft Word, PowerPoint, and Excel
- Must be able to work flexible hours including weekends and holidays as needed
- Valid driver's license and ability to travel to various locations
- Proficiency in Spanish is a plus

#### **COMPENSATION:**

\$38,000 - \$41,000/year depending on experience and qualifications, plus a comprehensive benefits package.

#### **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, color, religion, national origin, disability, sexual orientation, or any other reason.

**Interested candidates may apply by sending a cover letter and resume to: [info@metc.org](mailto:info@metc.org) with "Educator" in the subject line. We will respond only to qualified applicants.**