



The Morris Museum creates opportunities for lifelong learning, discovery, and creativity driven by the contemporary interpretation of its Guinness Collection of Mechanical Musical Instruments and Automata as well as its general collections. The Museum is newly engaged in a multi-year transition embracing its revised mission “to interpret the past and discover the future through Art, Sound, and Motion.” With a long tradition of serving its surrounding communities, the Museum provides family-friendly educational programs, complemented by sophisticated public programming for adults, including a dozen or more annual exhibitions and as many as 100 performances in its fully-rigged, 312-seat proscenium theatre, and (responding to pandemic exigencies) on its outdoor parking deck. Opening in 2021 the tenth location in the Smithsonian Institution’s growing national network of *Spark!Lab* educational facilities, STE(A)M education is an increasing focus. The Morris Museum is the only Smithsonian Affiliate in the state of New Jersey.

The Morris Museum is looking for full-time Museum Education Team member. The Museum Education Team member will work cooperatively for the Director of Museum Learning, and with the Museum Arts Coordinator and Spark!Lab Ambassadors (volunteers) to engage children, families, and school groups in the invention process using the Spark!Lab. The Smithsonian created Spark!Lab, a hands-on invention space designed for children from 5-12. The Museum Education Team member will ensure Spark!Lab, is a positive experience for all visitors and ambassadors. They will assist in the daily operations, cleaning, organization, and maintenance of the lab. They will help with scheduling and contribute ideas to foster growth and creativity within the lab. They will also help with educational programming design, delivery as well as special educational events programming.

Position: Learning Facilitator

- Full-time (1 weekend day included)
- Salary: \$32,000.00-38,000.00 (Depending on experience)

Essential Functions:

- Utilize strong interpersonal skills to engage visitors of all ages while creating a positive space for children, families, and school groups to explore and take risks.
- Maintain a neat and orderly lab, fully stocked and organized.
- Manage the schedule and the daily data logs required, while overseeing Ambassadors and assisting with new Ambassador training.
- Create and foster creativity and invention with the Spark!Lab.
- Record all Spark!Lab data and assist with scheduling and ambassador communications.
- Assist the Museum Arts Coordinator with material preparation and or programming.
- Assist in the organization, booking and delivery of small and large group programming.
- Work collaboratively with the Museums education team to develop and deliver school and camp programming.

Responsibilities:

- Utilize the Spark!Lab materials and domain to create a special and positive experience for all visitors.
- Manage the data collection for the lab and report it to the Director of Learning and STEAM Interpretation.
- Assist in the creation and organization of calendars, schedules, materials, and school visits.
- Oversee Ambassadors when volunteering, lending support and help as needed.

- Maintain the ambassador schedule, finding substitutions as needed and keeping Ambassador communications clear and regular.
- Cultivate and assist in the training of more Ambassadors as needed.
- Maintain Ambassador appreciation with the education team and museum management.
- Organize materials needed for existing modules and the storage of modules. Order needed materials and while keeping track of needs.
- Oversee the quarterly turnover of project stations, seasonal decorations, and specialty exhibits.
- Develop new programming collaboratively with the Director of Museum Learning and the Ambassador Think Tank group.
- Develop new challenges, stations and adaptations to the existing Smithsonian Spark!Lab modules.
- Cultivate a sense of positivity and collaboration with guests, ambassadors, and coworkers within the museum setting
- Duties as assigned by the needs of the Spark!Lab, education department and museum at large.

The ideal candidate will:

- hold or be working toward a BS or BA degree in Education, Art, Science, Engineering, or other relevant fields.
- have some experience working in a hands-on education space with a variety of personalities, learning styles and age groups. Experience with evaluative techniques and interpretation of data is helpful but not required.
- be a motivated, positive, self-starter with high personal expectations of themselves.
- demonstrate active interest in and commitment to one or more of the following: visual arts, performing arts, material culture, museum education (esp. in STEAM disciplines)
- be able to work independently as well as with a team. Individual must be personable and diplomatic in working with a diverse constituency and staff.
- have excellent project-management, problem-solving, and decision-making skills.
- demonstrate technological alacrity, with a welcoming disposition to embrace and learn new technology as needed. Print and web-design skills preferred. Proficiency with Microsoft Office is a must.

Key Relationships:

- Reports to the Director of Museum Learning and STEAM Interpretation.
- Works collaboratively with the Museum Arts Coordinator.
- Supervises Spark!Lab Ambassadors.
- Collaborates with Spark!Lab Ambassadors especially the Think Tank group.
- Interacts positively with the public at large.

Workplace Requirements:

Work is typically performed in an interactive hands-on lab and in the classroom spaces. The position will require periods of standing, walking, bending and moderate lifting. Also, the use of computers and standard office equipment required to accomplish work objectives. This is a full-time position that will require one weekend day and some holidays as a regular part of the work schedule. Some evening events may be required as the Museum's schedule evolves. There may be an occasional special event requirement of the position.

The Morris Museum is an Equal-Opportunity Employer, dedicated to the goal of building a multicultural staff, with a passion to reach and serve our expanding, diverse public. We are also committed to providing reasonable accommodations to employees with disabilities.

To apply:

Applications reviewed as received. No phone inquiries. Qualified candidates should submit: 1) a thoughtful letter of interest, 2) a CV, and 3) contact information for three professional references. These materials must be sent as email attachments to gmeyer@morrismuseum.org with "Museum Education Team Member" in the subject line. Thank you for your interest.