Part-Time | **Education Associate** at the New Bedford Whaling Museum

**Introduction**
The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Anchored in the city’s whaling industry, the Museum documents and shares the diverse stories of this vibrant maritime region and its people, both bygone and current. Serving more than 12,000 students per year, the museum’s education department uses people-centered and culturally responsive practices to develop and implement programs that provide equitable access to the Museum and its resources.

**Position Description**
Reporting to the Volunteer and Schools Programs Manager, the part-time Education Associate supports all aspects of the administration and delivery of the museum’s education programs which include K-12 field trips (in-person and virtual) and family and community programs.

**Institution Facts**
- **Established:** 1903
- **Location:** New Bedford, MA
- **Employees:** 44
- **Volunteers:** 100
- **Salary:** $15-$17/hr
- **Schedule:** Part Time
- **Annual Budget:** 4 million

**Position Details**
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**The Team**
- You will be a part of the Ed dept.
- You will report to the Volunteer and School Programs Manager

**Your Job:**
- Support the Volunteer and School Programs Manager in running K-12 field trips and education programs by providing technical and logistical support. Responsibilities include: scheduling, program setup, creating and managing supplies, day-of organizing and after visit follow-up.
- Communicate education programming needs as appropriate to the Visitor Experience and Facilities Departments
- Serve as a point of contact during field trips and other education programs
- Support and/or co-facilitate virtual or in-person programs
- Document and track program data including updating and maintaining calendars, Zoom, Eventbrite, Google documents, Excel, etc.
- Perform other duties that support the work and growth of the Museum, its mission and the Department of Education and Public Programs including completing a yearly work plan and evaluation

**This role is a good fit if you:**
- Enjoy, are comfortable working with and have a background working with students K-12 students in schools, afterschool programs, or other education settings
- Have strong interpersonal and communication skills
- Are excellent at organizing, including multitasking, time management, and meticulous attention to detail
- Have the ability to handle pressure and make split-second decisions
• Thrive in a collaborative, fast-paced work environment that requires flexibility, organization, cultural competency, digital literacy and creativity

Other Preferred Qualifications

• Have an educational background or experience teaching in one of the Museum’s core content areas or a similar area. Some examples include American history, maritime history, environmental science, conservation, etc.
• Are familiar and comfortable with different online platforms and technology like Calendarwiz, Google Drive, Eventbrite, Zoom, etc.
• Understand and have the ability to operate basic AV technology
• Have innovative ideas for programs and working with students and families

Other important things to note
• This position will require an in-person presence at the Museum but some work, with the pre-approval of a supervisor, can be completed remotely.
• Part-time employees who work more than 28 hours per week are eligible for the health plan at the part-time employee rates and are eligible to participate in the Museum’s retirement plan.

APPLICATION INSTRUCTIONS: Send resume and cover letter to Christina Turner, Director of Education and Public Programs at cturner@whalingmuseum.org. The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.