



## Position Description

**Title:** STEAM Educator (Science & Technology Emphasis)

**Reports to:** Director of Museum Education and Operations

**Summary:** Under the direction of the Director of Museum Education and Operations, the STEAM Educator will develop and teach Discovery Gateway STEAM programming. Utilizing the current Discovery Gateway fiscal year annual plan as a guide, the STEAM Educator will create an innovative children's STEAM program for museum visitors to explore. STEAM programming will provide inquiry based experiments and experiences that encourage curiosity and exploration of the sciences, as well as the creative, artistic and cultural elements of the arts. The STEAM Educator will act as the on-site specialist in the field of science, technology, engineering, arts, and math education, encouraging a greater understanding of the connections appreciation and comfort level of these disciplines.

**Employment Classification:** Full-time, non-exempt

**Salary:** \$10-\$12 per hour. A typical work week schedule will be Tuesday through Saturday with some holiday and evening work required.

### Areas of Responsibility:

#### Workshops

Define and implement family-oriented STEAM experiences where content, development of skills, techniques, and STEAM learning are an integral part of the educational experience. Experiences will take place on the museum floor and in the STEAM Lab, utilizing the STEAM Studio Exhibit Gallery as a link to workshop experiences. Ensure environments are clean, organized and materials are kept in good repair.

- Friday and Saturday workshops are required. Additional night and weekend work may be required.
- Plan, budget, set, and meet or exceed earned revenue goals as they pertain to the STEAM program.
- Use the STEAM concepts as a foundation for workshop classes.
- Develop and teach a parent-child collaborative workshop each quarter in which information is given to parents about ways they can incorporate science at home.

#### Museum Collaboration

- Actively participate in all Educational Program planning and department meetings.
- Work closely with Development and Marketing on future and current grants and promotions including grant evaluation.



- Collaborate with Development on programmatic sections of grant potential applications and evaluations upon completion of grants.
- Keep accurate records including samples of work, photographs, evaluation data, and attendance. This data is to be reported once a week.
- Collaborate with other departments on STEAM related exhibits, under the direction of the Director of Museum Education and Operations, including teaching STEAM related workshops relating to exhibits, as assigned.
- Work with Development on grant submission and fulfillment including end of grant period grant evaluation.
- Work with Marketing to schedule and advertise STEAM programming to increase awareness of the impact that deeper STEAM experiences can have on a child's comfort level with STEAM. May include preparing demonstrations for live TV presentations.

#### **Planning and Execution:**

- Develop and execute innovative inquiry based STEAM experiences that align with the Discovery Gateway mission.
- Add all STEAM information to the master reservations calendar five days prior to the start of the new month.
- Post current calendars and signage at the information Desk and workshops spaces weekly and ensure all special signage is created and posted.
- Actively participate in and contribute to all Education meetings and Discovery Gateway special events as assigned.
- Photo document STEAM workshops and experiences.
- Prepare and have available, if possible and appropriate, samples of experiences on display at the Information Desk.
- Professionally articulate the educational value of STEAM programming and how it supports the DG Mission and will increase participants' knowledge of STEAM at daily ops meetings.
- Maintain a minimum of 90% workshop attendance and a minimum of 90% of participants will rate workshop experience as Very Good/Excellent.

#### **Community Collaboration**

- Act as a liaison between the museum community and the STEAM community to build active, positive working partnerships.
- Work closely with a minimum of one community STEAM partner per quarter.
- Secure and work with one visiting scientist and artist per year.

#### **Financial:**

- Manage the on-site STEAM education expense budget.
- Manage current grants, fulfilling STEAM programs funded through grants.
- Submitting all invoices, receipts with accompanying paperwork to accounting as required.
- Attend at least one professional development workshop, training, or seminar relevant to STEAM programming per year.



- Attend all Discovery Gateway All Staff Meetings and Department Meetings.

**Qualifications:**

- Ideal candidates will have a Bachelors' degree in the field of Education, Science, Technology, Engineering, Arts, Math, Education field; proof of degree via transcripts will be required.
- Minimum of three years' experience as an educator and teaching STEAM related programming in a school, museum or other education setting.

**Working Conditions:**

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing at least 30 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position requires bending, leaning, kneeling, twisting, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.