



## POSITION ANNOUNCEMENT Education Assistant

### ***Position Summary:***

The Chippewa Valley Museums seeks an engaging and creative individual to help deliver a full-range of educational services to audiences of all ages. Chippewa Valley Museums works closely with area schools and community organizations to offer field trips, tours, and other learning experiences that connect visitors to local history and culture. Responsibilities includes interpreting exhibitions for group tours and developing family-centered programs. This is a limited term, seven-month part-time position which reports directly to the Museum Educator. Applicant must complete and successfully pass a background check prior to employment.

### ***Essential Duties and Responsibilities:***

#### **Educational Services (40%)**

- Lead tours for both small and large groups, including preschool through adult learners
- Attend regularly scheduled in-services and related trainings
- Assist Educator with preparing learning materials, projects, and activities

#### **Programs, Outreach, and Events (25%)**

- Help develop programming, especially programs geared toward families and children
- Co-lead weekly summer school series for elementary-aged students
- Represent the museum at both on-site and off-site community engagement events
- Prepare table-top displays and activities to engage multiple audiences

#### **Operations/Other (35%)**

- Assist in the tracking, inventory, circulation, and care of education department artifacts
- Assist Educator with tour reservation, booking, and scheduling duties

### ***Qualifications:***

- *Required:* Excellent communication and interpersonal skills
- *Required:* Bachelor's degree from an accredited college or university or three years equivalent experience.
- *Required:* Experience working with youth
- *Required:* Availability M-F between 9-2, March – May
- *Preferred:* Knowledge of regional history
- *Preferred:* Teaching background
- *Preferred:* Flexible work schedule
- *Desirable:* Experience working with museum collections

***Compensation:*** \$14 - \$15/hour. Actual rate depends on preparation and experience.

**HOW TO APPLY:** Email cover letter, resume, and references to [searchcommittee@cvmuseum.com](mailto:searchcommittee@cvmuseum.com) with name in the subject line. Application review begins January 20. Earliest start date February 10, 2025. Position open until filled. Request a full job description from [searchcommittee@cvmuseum.com](mailto:searchcommittee@cvmuseum.com).