SUMMARY: The K-12 and Family Programs Associate functions as a key member of the Education & Outreach Team by bringing their passion for formal and informal education to bear working with a diverse range of youth and family audiences. Using themes of community building, leadership, and civics, the K-12 and Family Programs Associate facilitates innovative, engaging, and fun learning experiences at the Museum, in classrooms across the region, and online including (but not limited to): hands-on workshops, guided tours, summer camp, and 1st-person storytelling programs which explore complex the complex social, cultural, political, spiritual and natural landscapes inhabited by European colonists and the Indigenous peoples of New England in the 17th century. The K-12 and Family Programs Associate supports content generation and administration prior to, logistical tasks during, and assessment/evaluations after all education programs. The position will collaborate with Education & Outreach staff, per diem Museum Teachers, visiting fellows, interns, and other departments as needed to aid in material preparation, program marketing and outreach, and when necessary be the staff point-person on site.

The ideal candidate will have experience in formal and/or informal education as well as a working knowledge of curriculum planning and program development, and curiosity about early American history, Native culture and history, anthropology, material culture, social studies, and/or museum education. The candidate will have excellent written and oral communication skills, the ability to work independently, a willingness to work as part of a team, and the physical ability to perform light-to-moderate lifting and work in small spaces, both indoors and outdoors. Successful fulfillment of this position will meet or exceed the needs and expectations of diverse youth and family audiences seeking programs and educational resources from Plimoth Plantation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare for and deliver a variety of educational programs with an emphasis on Colonial New England or Native American lifeways and history. These will include, but are not limited to, classroom visits, on- and off-site workshops, summer camps, overnights, evening outreach programs, guided tours, and drop-in public programs. Some programs may require an overnight or longer stay at or away from Plimoth Plantation.
- Interpret to visitors on the Museum’s living history sites during summer months and when not involved in other classroom or museum-based educational programs.
- Follow and collaboratively develop program curriculum and outlines. Appropriately use 1st and 3rd person interpretive techniques as well as primary sources including (but not
limited to) original and reproduction artifacts, maps, written accounts, and oral tradition to facilitate education programs.

- Collaborate with colleagues across the Museum to create educational experiences that are welcoming and ‘individualized’ to a group’s interests and abilities. Ensure an inclusive experience for all.
- Work with departmental staff to maintain and safeguard department equipment and resources, including Wampanoag and Colonial Education Sites, reproduction clothing, craft supplies, and related materials. Prioritize guest and staff safety at all times.
- Provide input for Management in decision-making about departmental goals and objectives, the development of new programs, and the improvement of existing programs based on user feedback.
- Assist fellow Museum staff in developing skills and competencies in informal education theory and best practices. As assigned, assist with new staff orientation and the delivering of Spring Conference and Museum Guide training sessions.
- Perform clerical duties to ensure excellent customer service, including contacting schools, completing expense reports in a timely manner and answering customer inquiries.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

**REQUIRED SKILLS**

Applicants should bring creative energy, enthusiasm and good humor to their work, hold a Bachelors’s Degree or demonstrate comparable work experience in formal and/or informal education, public history, or related field and have at least 2 years of relevant experience in teaching or museum education. Applicants should also clearly demonstrate their ability and experience with developing and leading educational programs, engaging with diverse audiences of youth and family learners, PreK-12 curriculum program development as well as teaching, implementing and interpreting program evaluations.

The skills, knowledge, abilities and personal characteristics that are essential to this job are:

- Ability to creatively convey the multicultural history, politics, arts, culture and science of the 17th-century to diverse audiences and communities. Must commit to developing skills and expertise in museum education and furthering their knowledge of learning styles and historical context.
- Ability to present information effectively and respond to questions from like-age and mixed-age groups from Kindergarten to Grade 12.
- Ability to solve practical problems, to establish priorities, and accomplish tasks in order of importance; to help organize materials to accomplish tasks efficiently; to track multiple priorities; to interpret and follow oral and written instructions.
- Ability to create and foster safe spaces for children and learners of all ages.
- Ability to communicate and work effectively with others, both staff and volunteers. Must be able to work independently or as part of a team to deliver quality educational programming. Flexibility in working hours, days and programs delivered is essential. *This position requires frequent weekend work and does not have a set weekly schedule.*
- Valid driver’s license and reliable transportation to and from outreach programs is required.

**EDUCATION and/or EXPERIENCE**

- At least a high school diploma or equivalent; bachelor’s degree in education, history, art history or related field preferred.
- Experience in museum education or with school-aged audiences preferred. Interest in working with children from K-high school is essential.
- Must be able to read and interpret a variety of historical and educational sources. Within a reasonable period, the incumbent must demonstrate understanding of 17th-century Native American, Anglo-American and European history and be able to apply this knowledge in interactions with students and Museum guests.
- Experience with social media platforms and other forms of communication media is highly desirable.

**ADDITIONAL REQUIREMENTS**

Depending on the season, this position will include frequent night and weekend work and early mornings. Flexibility in working hours, days and programs delivered is essential. Must be able to work nights, holidays and weekends as needed.