The Mid-Hudson Discovery Museum (MHDM) is seeking an innovative STEAM Educator and Field Trip Coordinator, with a passion for education, that is looking to challenge the traditional boundaries of where formal and informal education meet, to achieve more effective and impactful educational outcomes. Based on your combination of education and practical experience, you will bring a fresh perspective of how to excite and engage young minds, sparking the curiosity required for them to love and pursue learning for a lifetime.

Bilingual (English/Spanish) applicants are especially encouraged to apply.

*The Mid-Hudson Discovery Museum is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.*
Application Instructions for the Position of STEAM Educator and Field Trip Coordinator

We welcome your application for the position of STEAM Educator and Field Trip Coordinator at the Mid-Hudson Discovery Museum of Poughkeepsie, NY.

TO APPLY: Include the following four items with your application:

- Cover letter
- Resume
- 1 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each reference. References will only be contacted upon your approval of a release to do so. (Do not send letters of reference.)

Please e-mail your application as a Word or pdf file to jobs@mhdm.org.

Please do not send your application embedded in the text of an email message.

Applications will be accepted until the position is filled. We will only contact applicants that most closely fit position requirements.

Thank you for your interest in the Mid-Hudson Discovery Museum. We look forward to reviewing your application!
MID-HUDSON DISCOVERY MUSEUM
POSITION DESCRIPTION

Title: STEAM Educator and Field Trip Coordinator

REPORTS TO: Director of STEAM Engagement

RESPONSIBILITIES:

Educator

● Implement museum’s current demos and programs which include demo table, traveling science, field trips, and other public outreach programming primarily aimed toward children in grades Pre-K to 6.
● Develop and produce new educational demos and programs for all ages utilizing the museum’s collection, materials, exhibits, and events.
● Engage the community and schools in museum programming.
● Manage the museum’s collection and materials and notify the Director of STEAM Engagement when there is a need to acquire new materials or equipment, or if any items require repair or replacement.
● Assist in creating and distributing promotional materials and advertisements for educational programs.
● Assist Director of STEAM Engagement with exhibit research and collections management.
● Assist with special events as needed.

Field Trip Coordinator:

● Coordinate all related scheduling, bookings, and contracts for school programs.
● Assist with development of programs for incoming school field trips, school outreach and summer camp groups.
● Deliver programming for incoming school field trips, school outreach and summer camp groups.
● Field trip programing and content should be aligned with state/national science standards for elementary and middle school education.

EXPERIENCE AND SKILLS

Required:

● Passionate about MHDM mission and about working with families with children.
● Associate’s degree.
● Experience in early childhood or K-5 education.
● Weekend availability.
● Strong computer aptitude (specifically Microsoft Word and Excel, and comfort using databases).
● Excellent judgment and decision-making skills.
● Self-directed, proactive and comfortable working independently, yet able to take direction from others; able to take feedback and make adjustments as necessary.
● Able to work, prioritize and focus on multiple projects amid frequent interruptions.
● Truly enjoys working in a public museum environment where one will interface with many people.

Preferred:
● Museum educator experience at a children's museum or similar setting.
● 4-year college degree in a STEM related field and/or education.
● Practical experience with, and an appreciation for the Next Generation Science Standards (NGSS) and Sci21.
● Bilingual (English-Spanish) or fluency in Spanish.
● Experience developing and delivering programs to all age audiences including special needs children.
● Field trip and outreach booking and program delivery experience.
● Comfort with care and handling of live animals and insects.

WORKING CONDITIONS:
● This position is full-time, 37.5 hours/week.
● Fast-paced museum environment that requires working with the public on the museum floor, behind-the-scenes in prep rooms, and in an office.
● Must work well in both an individual and collaborative team setting.
● Carrying and lifting of educational materials, tables, and chairs is required.
● Reliable personal transportation, valid driver's license, and excellent driving record.
● Travel to offsite locations as required.
● Must have open availability to support MHDM team on various peak weekend days, holidays, and planned STEAM programming events.

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