



Position Title: Associate Educator / Site Supervisor

Reports To: Director of Education

FLSA Status: Part Time, Seasonal

**June 1, 2017 through September 3, 2017, Thursdays-Sundays,
from 9:30 AM – 2:30 PM.**

Compensation: \$2,500 stipend with no benefits

In early summer of 2017 new hands-on exhibitions will open in three historic buildings – the Victorian Cottage, Victorian Barn (1888) and Sun Tavern (c.1780) - on the Museum Commons, behind the Fairfield Museum on Fairfield’s Town Green. The Associate Educator / Site Supervisor will oversee public access and use of those properties, including site maintenance, opening/closing exhibitions, and teaching educational activities for adults, children and families. The public hours will be Friday – Sunday from 10am – 2pm from June 3 – September 3, 2017. The Associate Educator will represent the Fairfield Museum to the general public, promoting the exhibitions, facilitating learning activities, and supporting the Fairfield Museum’s mission to make history personal and meaningful.

The Educator / Supervisor will work primarily in the Victorian Cottage and as needed in the Sun Tavern. He/she will greet visitors, provide orientation about the exhibits and demonstrate activities to engage audiences. He/she will oversee the roster of public programs in place for summer 2017 which includes Storytime led by volunteers, hands-on activities, and demonstrations by guest artists. He/she will supervise and lead meetings for Junior Docents/high school volunteers in the Sun Tavern and Cottage, and oversee the overall volunteer schedule.

During times when there are no planned activities, the Educator will assist with the development of additional activities for children, families, and teachers to promote teaching with primary sources and Museum collections/exhibitions, such as hands-on activities, scavenger hunts, and teacher guides. The Educator will evaluate visitors through observation and collecting surveys from visitors, reporting back to the Director of Education. This individual will also be responsible for ensuring the safety of visitors, maintaining classroom materials, and opening/closing procedures for the Victorian Cottage and Sun Tavern.

In addition, additional teaching opportunities may be available to present tours and teach hands-on activities for the birthday party program.

Specific responsibilities include:

- Oversee and teach age-appropriate learning activities for children and family audiences related to the Victorian Cottage and Sun Tavern exhibitions, supporting the Museum's permanent collection and special exhibitions;
- Oversee programs and guided tours led by volunteers and assist as needed with special events, such as the Burning of Fairfield commemoration on July 9;
- With the Director of Education, develop activities and resource materials for children, families and teachers, including scavenger hunts, exhibit guides, and materials for self-guided visits that reinforce curricula;
- Oversee Museum Docents and high school interns volunteering at the Victorian Cottage and Sun Tavern;
- Distribute and collect program evaluations from visitors and maintain program attendance records;
- Maintain safety and security of Victorian Cottage and Sun Tavern including opening and closing and general maintenance.

Required Qualifications:

- Minimum two years of undergraduate education, preferably in early childhood development, history and/ or education;
- First Aid & CPR Certified preferred;
- Experience teaching with children in formal or informal settings;
- Ability to engage students in a dynamic and energetic manner;
- Ability to work effectively and enthusiastically with diverse audiences and speak with confidence in front of large and small groups, including children and families;
- Ability to work independently, identify and understand issues or problems and develop appropriate solutions.

To Apply:

Please submit a cover letter, resume and three references by Friday, May 5, 2017 to Christine Jewell, Director of Education, Fairfield Museum, 370 Beach Road, Fairfield, CT 06824 or email to education@fairfieldhs.org. No phone calls please. EOE.