



JEWISH MUSEUM OF FLORIDA PART TIME EDUCATION COORDINATOR JOB POSTING

Jewish Museum of Florida seeks a dynamic, experienced museum educator to serve as Education Coordinator, with a focus on history, immigration, civics, identity formation and multiculturalism for secondary school audiences. Strong communication, administrative & MAC skills.

Send resume with letter stating how your experience can help growth of Museum to: Exec. Director, Jewish Museum of FL, 301 Washington Ave., Miami Beach, FL 33139-6965, fax 305-672-5933, or director@jewishmuseum.com

Responsibilities include:

- Create, implement, distribute and evaluate school tour curricula according to grade levels, including pre-visit, post-visit, and on-site tour materials and lesson plans for each exhibit based on FCAT requirements and Sunshine State Standards
- Create and implement professional development workshops for teachers in conjunction with requirements for Miami-Dade County public schools
- Build and maintain relationships with teachers and principals at schools throughout the South Florida area, including public schools, private schools, synagogue schools and Jewish day schools
- Expand school audiences at the Museum and stay informed of school curriculum requirements
- Create docent materials for each exhibit
- Cultivate, train, observe and evaluate docents for guiding both adult and school groups
- Serve as docent for school groups, as needed
- Assist in writing grant proposals, as needed

Qualifications:

- Minimum two years of professional experience in museum education or related area
- Ability to work independently, as well as collaboratively, and to meet deadlines
- Proven success in working with and recruiting student and teacher audiences
- Excellent oral and written communications skills and the ability to work effectively with people of diverse cultures, ages and backgrounds
- Knowledge of museum education methods, such as the inquiry method and learning theories
- Knowledge of Jewish culture, traditions and history preferred
- Strong planning, strategic and organizational skills to effectively coordinate and prioritize workload

Please feel free to forward this e-mail to any qualified individuals you know.

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