**JOB DESCRIPTION**

**The Columbus Museum, Inc.**

**Gallery Teacher**

**Purpose Statement**

Gallery Teachers are responsible for facilitating interactive conversations about art and regional history in a gallery and/or virtual setting, leading hands-on art lessons, and developing lesson plans. The Gallery Teacher’s primary responsibility is to administer inquiry-based gallery visits that offer students the opportunity to develop critical and creative thinking skills through close looking and collaborative conversation.

This job reports to the Academic Programs Manager. This position is part time, temporary, and non-exempt from August to May. Schedule may vary according to school tour requests. Monthly schedule will align with MCSD’s academic calendar. Applicants must be available between the hours of 8am-12pm, Monday-Friday for a total of 16 hours per week. Successful candidates will begin training on Monday, August 11.

**Essential Functions**

* Conduct inquiry-based gallery visits and activities for students in grades K-12
* Lead hands-on art activities
* Participate in all exhibition training sessions, staff meetings, and continuing education sessions as schedule allows
* Conduct independent research on objects in Museum exhibitions and the Museum's Permanent Collection
* Design and implement grade-appropriate tours

**Other Functions**

* Daily attendance and punctuality are required for the purpose of ensuring that the goals of the work can be met.
* Maintain and increase knowledge and skills of the Museum.
* Perform other tasks that pertain to the responsibilities of the Department of Education as assigned by the Academic Programs Manager. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position for the purpose of ensuring that the efficient, effective functioning of the work unit can be met.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

* Must be available mornings, Monday-Friday, between 8am and 12pm
* Excellent interpersonal and communication skills
* Proficiency in Microsoft Word and PowerPoint
* A willingness to learn new conversational practices and techniques
* Interest in American art and regional history
* Ability to work independently, with little supervision, and uphold Museum's policies
* Curiosity, creativity, and flexibility

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods, and working with other persons within a department, large work unit, and/or across several small work units. Utilization of significant resources from other work units is routinely required to perform the job's functions.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting and 60% walking and/or standing. This job is performed in a generally clean and healthy environment.

**Education:** High school diploma

**Experience**:

* Experience working with groups of children and teachers, especially in an informal educational setting preferred
* Experience making art and/or leading hands-on art lessons preferred

**Required Testing Certificates & Licenses**

None Specified None Specified

**Continuing Educ. / Training Clearances**

Required criminal fingerprint background Criminal Justice Fingerprint/Background Clearance

check every five years

**Compensation**

$15/hour, 16 hours per week.