



**Title:** Discovery Lead Educator  
**Department:** Education  
**Status:** Temporary, Non-Exempt, Part-Time  
**Supervisor:** Discovery Manager

**Position Description:** Discovery Lead Educators are responsible for class curriculum design, turning in class supply lists to the Discovery Manager, and are responsible for teaching their assigned program.

**Major Tasks and Responsibilities:**

- Develop a positive and educational environment for students
- Attend to the safety and educational needs of students during classes
- Supervise assistant and junior counselor
- Maintain classroom control
- Attend staff training prior to the start of camp
- Arrive at least 30 minutes prior to start of class and stay 15 minutes after daily
- Must completely clean classroom at the end of the class

**Education and experience requirements:**

- BA/BS in education, museum studies, anthropology, natural sciences, art or related field
- Possesses a valid driver's license
- Must be at least 21 years of age to drive per insurance regulations
- Ability to obtain First Aid/CPR certifications prior to class dates
- Experience developing educational programming preferred, but not required
- Experience driving 12-passenger vans preferred, but not required

**Abilities, Skills, and Knowledge:**

- Must have experience with equipment (kiln, potter wheel, etc.) related to class
- Must be able to relay directions clearly and concisely
- Must be able to supervise and work well with others
- Attention to detail
- Ability to communicate well with others

**Working conditions:** Generally outdoors with some indoors, Monday through Friday unless otherwise specified.

**Must be able to** lift 20 pounds, walk moderate distances, and work well with others

**Job contingent on satisfactory passing a background security check**

**To apply**, send a cover letter, resume, and three references to Jill Thomas at [employment@musnaz.org](mailto:employment@musnaz.org).

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

**Deadline for application materials:** February 20, 2018

**Position starts:** June 4, 2018

**Position ends:** July 27, 2018

The Museum of Northern Arizona is an Equal Opportunity Employer.