



## Dumbarton House

### SCHOOL PROGRAM MUSEUM TEACHER JOB ANNOUNCEMENT

Dumbarton House, a Federal period historic house museum in Georgetown, seeks part-time Museum Teachers to teach school programs. Dumbarton House, headquarters of The National Society of the Colonial Dames of America, offers visitors an opportunity to enhance their appreciation of early American history.

Museum Teachers work with 1-2 other Museum Teachers to lead elementary and middle school students in hands-on experiences about life during the early years of our nation's history through an interactive tour of Dumbarton House and educational activity session. The Museum Teacher reports directly to the Education Manager.

#### ***Schedule:***

- Flexible Schedule. Times may vary, but typical hours are 9am-12pm, Tues., Wed., Thurs., and Fri. Occasional Mondays and afternoons will be available.
- Museum Teachers are expected to complete the full academic year (October 1-June 15).
- Museum Teachers are scheduled to teach a minimum of one program per week. Additional hours may be available each week.
- Please note: The weekly schedule is based on registrations by schools and Dumbarton House can not guarantee weekly hours.

#### ***Duties:***

- Prepare program room space for educational program, including set- and clean-up and replenishing supplies.
- Greet groups and lead an interactive tour of the Museum and hands-on activities for students and chaperones.
- Work with other Museum Teachers to ensure quality experience for students and chaperones.
- Report on supply needs, group behavior, and teacher evaluations to Education Manager.
- Learn and teach 2-4 school programs.
- Attend training sessions and school program meetings as scheduled.
- Perform administrative tasks as needed.

#### ***Qualifications Needed:***

- Degree in education, museum education, or teaching certificate and/or one or more years experience teaching in a museum or classroom, and/or one or more years of comparable experience;
- Excellent interpersonal and oral communication skills;
- Knowledge of architecture, early American history, or decorative arts a plus; and
- Strength, dexterity, and mobility to perform all duties (to include some light lifting and stair-climbing).

#### ***Preferred Characteristics of a School Program Museum Teacher:***

- Flexibility, enthusiasm, and an interest working with children;
- A sincere and genuine interest in people of all ages; and
- Ability to "think on one's feet."

#### ***Salary:***

- \$12 /hour; School programs require 2.5-3 hours of work.
- \$10/hour for participation in mandatory training sessions (payable upon completion of first school program).
- The incumbent is paid on an hourly basis and is not eligible for Museum benefits. Dumbarton House is an Equal Opportunity Employer.

#### ***Training Requirements:***

- Museum Teachers are required to attend orientation and content training in September.
- New Museum Teachers will be formally observed during their first school program and are required to meet with the Education Manager to discuss the evaluation before being scheduled for additional programs.

#### ***To Apply:***

- By October 5, send cover letter and resume to: **School Museum Teacher c/o Education Manager, 2715 Q Street, NW, Washington, DC, 20007-3071; [education@dumbartonhouse.org](mailto:education@dumbartonhouse.org); FAX: 202-337-0348**

