Position: Education Specialist

Application Deadline: February 4, 2024

Commencement Date: February 2024-TBD

Location: Imperial Valley Desert Museum, 11 Frontage Road, Ocotillo, CA 92259

Job Description
IVDM seeks an energetic and outgoing individual to help celebrate and share the collections and knowledge of the museum with our annual visitorship of over 22,000 guests. This individual will assist other IVDM Education staff in the operations and development of its Field Trip program, which in 2020 served over 9,500 students and which combines history, heritage, and science while meeting California Common Core State Standards. The ideal candidate will have a passion for education and an eagerness to share the lessons of IVDM and the region with others, with a creativity to pursue and innovate new content and activities for the museum's guests. This position provides additional on-site training for aspiring educators and museum professionals.

Hours of Work
Flexible part-time with 45 minutes unpaid lunch. Not to exceed 21 hours per week, except in cases of field trips or special events where you are available. Additional hours may be obtained by assisting Museum staff in other departments with any active or ongoing projects or programming, especially curation.

Responsibilities & Duties
- Serve as an education and cultural specialist.
- Lead groups in educational and traditional arts programming during on-site and in-classroom field trips, workshops, activities, lessons, fairs, festivals, and other public events.
- Assist with hikes, craft fairs, workshops, and public speaking engagements.
- Support Museum staff in appeals and grant-writing activities.
- Execute onsite and off-site education programs that meet Common Core, NGSS, and classroom Standards.
- Assist in the development and production of new exhibits, educational content, and projects.
- Other Duties as assigned.
Compliance with Company Policies & Procedures
All employees must comply with the Institutional Code of Ethics and Employee Handbook. Staff are responsible for the implementation of the Collections Management Policy and Curatorial Procedures.

Remuneration
$16.00 per hour.
Paid bi-monthly with pay periods ending the 15th and last day of each month. Pay will be made available 3 business days after the close of the pay period. Direct deposit is preferred, but other payment methods are available.

Sick Leave
Six hours of sick leave will be awarded quarterly across the calendar year, totaling 24 hours for the year. Sick leave hours may be used beginning on the 90th day of employment. Sick leave hours may be carried over to the following year, allowing for an annual accrual of up to 48 hours of sick leave.

Harassment, Racial Vilification & Discrimination
IVDM Employee Handbook prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. Such policies refer to the responsibilities of employees, managers and the company in upholding these and the protection for those who complain. Incidents of harassment are addressed by the Museum Director or the President of the Board. Refer to the Employee Handbook for further details.

How to Apply
Interested applicants should submit a 1-page Cover Letter and up-to-date copy of your Curriculum Vitae (CV)/Resume to info@ivdesertmuseum.org, care of Kristin O’Lear. Questions may be submitted to the email provided or by phone to (760) 358-7016.