



Position Description/Announcement
Midland Center for the Arts
Midland, MI

Position Title: Center Educator
Supervisor: School & Public Program Manager
Classification: Part Time non-exempt / Up to 29 Hours/week
Last Updated: September 22, 2021

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

Position Concept:

The main role of the Center Educator is to be responsible for seeing that visitors have an enjoyable and educational time when engaging with the Midland Center for the Arts. The Center Educator will facilitate guided tours through pop-up art and science exhibits, lead virtual distance learning programs, and assist with workshops, classes, and camps relating to topics of art, science, history, and the performing arts. Center educators will also assist in planning and organizing for the education department. Center Educators promote exhibits and supports the mission of the Center.

Duties and Responsibilities:

1. Provide an informative and enjoyable exhibit or activity experience in a positive, helpful and professional manner.
 - a. Learn materials and activities that will enable them to facilitate an exciting experience for all visitors.
 - b. Maintain a working knowledge of all current exhibits or program offerings.
 - c. Must be able to support learning by providing and encouraging positive guest experiences.
 - d. Ability to adjust programs and experiences to the age level of the group.
 - e. Relate what is being displayed or described to something within the experience of the visitor.
 - f. Demonstrate adaptability to a highly flexible environment and schedule.

- g. Attend all program trainings.
2. Lead hands-on programs including early childhood workshops, school tours, distance learning classes, outreach programs, camps and interactive presentations.
3. Ensure the safety of all patrons while facilitating the Spark!Lab and rotating science exhibits, acting as a point of contact during open museum hours. Report any issues to Director of Education and Facilities.
4. Lead engaging art and science, and history guided tours with provided script.
5. Maintain control of a large number of children for the duration of the program. Work with children in non-threatening, educational and creative ways.
6. Utilize a variety of communication techniques such as question and answer, use of props, and management of hands-on opportunities.
7. Display professionalism and a positive attitude in all dealings with the public.
8. Upholds Center mission by engaging visitors in educational activities through science and art.
9. Required attendance at meetings and trainings.
10. Assist Youth and Public Program Manager with supply inventory, organization of storage spaces, and other duties assigned.

Qualifications:

- Candidate must have great customer service skills.
- Candidates shall possess excellent communication and inter-personal skills, have the ability to work in a dynamic environment.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference.
- Must have the ability to interact with diverse audiences and age groups to help facilitate activities and programs.
- Candidates must be able to learn materials and activities that will enable them to facilitate an exciting experience for all participants.
- Ability to present in front of small groups of people, both in-person and in a virtual setting.
- Ability to work weekends and evenings.

Education and Experience Requirements:

- High School Diploma or GED required
- Experience working with youth in a formal or informal educational environment
- Working knowledge or experience with history, visual arts, science, and/or performing arts up to an 8th grade level

APPLICATION INFORMATION

Email Cover Letter and Resumé to: HR@midlandcenter.org

Tina Siegmund - HR, Payroll & Benefits Manager

Deadline: Open until filled