



## POSITION ANNOUNCEMENT

### PROGRAM PRESENTER – P/T

#### POSITION SUMMARY

The Program Presenter facilitates, guides, leads and presents demonstrations, investigation stations, thematic curriculum correlated school programs and workshops and inquiry-based experiences in the museum's core initiatives: South Texas Heritage, Science, Natural History and Health and Wellness. The Program Presenter facilitates programs to all museum audiences including school-children, teachers, adults, families and the general public as well as community audiences in outreach presentations throughout the city. The Program Presenter is responsible for learning content information, setting-up and taking down programs, managing program supplies and distributing hand-outs and collecting evaluations.

#### RESPONSIBILITIES

- Learn and present demonstrations and activities throughout the museum
- Learn content information as provided by lead educator in each initiative
- Learn school program and workshop scripts as provided
- Present school programs and workshops as scheduled using inquiry based teaching techniques, behavior management skills, and adapting content level to students' ability
- Prepare program materials, including set-up and takedown; make copies and distribute student handouts and evaluation forms as needed
- Oversee program supplies and complete weekly supply order forms
- Ensures that program materials are in good repair and appropriate for presentations; reports damages and broken components immediately
- Work with program volunteer as part of the presentation team
- Staff Public Programs and off-site events as needed
- Assist in the development of new programming
- Assist with other duties as assigned

#### EDUCATION

- Required: High School Diploma or equivalent
- Preferred: Bachelor's degree or some college credits with a concentration in Education, Science, History, or Health and Wellness

#### EXPERIENCE AND SKILLS

- Must be an energetic, outgoing and enthusiastic individual with strong verbal and performance skills
- Demonstrate good organizational and time management skills
- Possess excellent interpersonal communication skills and be comfortable interacting with families and children
- Ability to work independently and as a team member
- Prefer bilingual (English/Spanish)

#### PHYSICAL REQUIREMENTS

- Must be able to work a flexible schedule including weekends, holidays, and after hours
- Must be in good physical condition
- Ability to lift up to 30 lbs.

The Witte Museum is an equal opportunity employer.

Closing Date: Until Filled

Résumé may be emailed to: [humanresources@wittemuseum.org](mailto:humanresources@wittemuseum.org)