



Lewis Latimer House Museum

STEAM Educator, Full-Time Permanent Position

Organization Profile: A New York City landmark, the historic home of African American inventor, humanist, and son of formerly enslaved people, Lewis Latimer, the Lewis Latimer House Museum (LLHM) calls attention to the contributions of Latimer and other People of Color to science, technology, arts, poetry, and American life, through multilingual tours, exhibits, public and S.T.E.A.M. educational programs in the above areas. Visit lewislatimerhouse.org.

Position Background: Inspired by Lewis Latimer's multi-disciplinary talents and historic legacy, LLHM's K-12 educational goal is to infuse history into innovative hands-on activities in STEAM (Science, Tech, Engineering, Art & Math). Program categories include:

- K-12 field trips integrating STEAM and history, conducted in-museum, in-school, or virtually.
- After-school residencies at NYC schools and community centers ranging from 15-20 weeks.
- Biweekly family STEAM workshops at the Museum or online.
- Other outreach workshops and tabling activities at various community events.

Who We Look For: The ideal candidate for the STEAM Educator position is passionate about STEAM education, museum interpretation, Black history and culture, serving immigrant and BIPOC children, cultivating relationships with K-12 teachers and families. LLHM is an organization by and for Communities of Color. This position reports to the Education Manager with a target start date between May 13 – June 3, 2024.

Responsibilities:

60% Teaching & Educational Outreach

- Independently teach K-12 field trips at the museum, in schools, or online, using the curriculum provided by the Museum.
- Independently teach or assist the Education Manager to co-teach STEAM family workshops at the museum and other community venues.
- At the guidance of Education Manager, identify outreach opportunities and conduct outreach activities to promote and expand existing educational programs, such as contacting schools for bookings, attending and presenting at school fairs, PTA meetings, teachers' professional development days, and other community gatherings.
- Build and maintain relationships with teachers and schools, superintendent's offices, DOE, and other stakeholders and partners, to ensure LLHM's programs serve their needs.

20% Public Engagement

- Open and close the museum during open hours (11am-5pm on Fridays, Saturdays, and Sundays).
- Receive training in museum interpretation, refine tour script and master interpretive materials as needed
- Greet museum visitors in a friendly, professional manner, provide on-demand guided tours to visitors
- Coordinate public programs for audiences of various ages as directed by the Museum, including virtual panel discussions and in-person workshops.



15% Administration

- Accurately track student, teacher, and family attendance with demographic data at all educational programs as well as museum visitors' attendance, and submit the attendance record to Education Manager
- Assist Education Manager with maintaining program supply inventory and updating purchase needs
- Assist Education Manager with program bookings on Explorable Places and through other channels as needed
- Assist in the planning, documentation, and evaluation of educational & public programs as needed

5% Additional Support

- Assist with other programs and development efforts related to educational initiatives in collaboration with the rest of the team, and attend meetings on behalf of the museum as assigned by the Museum.

Qualifications:

Please note experience in any of the following areas in your resume and cover letter:

- At least three years of professional experience in a teaching role, either in classroom or informal settings.
- Must have high familiarity with the NYC school system and working with school teachers.
- Must have significant experience teaching STEAM (Science, Technology, Engineering, Art & Math) or STEM.
- Bilingual skills in Spanish or Mandarin are highly desired.
- Comfortable interacting with students of different ages, teachers, school administrators, families, and caregivers. Exceptional written and oral communication skills.
- Ability and willingness to travel for programs.
- Able to work on weekends as required and evenings for special events and workshops if needed.
- Technology savvy, strong fluency in Google Suite applications and a familiarity with children's coding programs, such as Scratch, micro-controllers such as Arduino, and robotics systems, is a plus.
- Strong attention to detail is a must. Independent problem-solving skills are highly desired.
- Passionate about STEAM education, Black history and culture, and bringing educational resources to BIPOC communities.
- Comfort with developing positive, effective relationships with colleagues, other educators, interns, and the constituents is critical.

If much of this description applies to you, we urge you to apply even if you don't meet 100% of the qualifications.

Job Type: This role is a full-time permanent position, with paid vacation, sick days, and healthcare benefits, and an annual salary of \$60,000 - \$70,000, commensurate with experience. Hybrid position with both virtual and in-person work. Must be available for weekends when the Museum is open to the public. Staff parking is available on site.

To Apply:

Please email **1) a cover letter** outlining how your background and experiences fit the position, **2) a resume**, and **3) three professional references** to info@lewislatimerhouse.org with the subject "STEAM Educator – [Full Name]". No phone calls please. Applications reviewed on a rolling basis and interested candidates are encouraged to apply early.