



EDUCATION FELLOW JOB DESCRIPTION

Dumbarton House, a Federal period historic house museum in Georgetown, seeks a part-time Education Fellow to develop new youth 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. Dumbarton House strives to inform and educate the public about life in Washington during the early Republic and Federal Period decorative arts and architecture.

The Education Fellow works with the Director of Education to write, design, and pilot new youth programs. This includes: writing the interpretative script, developing the activities, and meeting the curricula needs of DC public schools and public charter schools, in addition to leading these new programs when they are piloted to school groups virtually. These programs should be designed to be administered virtually but be easily adapted for in-person programs as well for future modality of use.

Schedule:

- 30 hours a week for 10-12 weeks, depending on start date. End date must be no later than December 31;
- Flexible schedule, Monday through Friday;
- Work from home with regular communication over Microsoft Teams.

Duties:

- Research DCPS and DC PCS curricula (focused on 3rd-5th grade, but any grade kindergarten through high school can be explored) and find ways that the history, architecture, and collection of Dumbarton House can meet those curricula needs;
- Write programs that are 1-2.5 hours in length (including a script for the Museum Teacher to read and 2-4 hands-on activities);
- When it comes time to pilot the new programs, lead the interactive tour of the Museum virtually for youth;
- Work with other Museum Teachers to ensure quality experience for students and chaperones; and
- Attend training sessions and program meetings as scheduled.

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;
- 3+ years experience working with children ages 6-13 in a supervisory role;
- Excellent interpersonal and oral communication skills; and ability to “think on one’s feet;”
- Knowledge of architecture, early American history, or decorative arts a plus;
- Flexibility, enthusiasm, and an interest working with children;
- A sincere and genuine interest in people of all ages; and
- Experience with webinar platforms like Google Meet, Zoom, Microsoft Teams, and GoToMeeting a plus.

Salary:

- \$20/hour;
- The incumbent is full time and eligible for Museum benefits;
- Dumbarton House is an Equal Opportunity Employer.

To Apply:



- Send cover letter and resume to Sheridan Small at education@dumbartonhouse.org; with the subject *Education Fellow*.
- No phone calls please. Qualified applicants will be contacted to schedule an interview.