



Museum Teacher Job Announcement

Dumbarton House History: Dumbarton House is a Federal period historic house museum in Georgetown and serves as the headquarters of The National Society of The Colonial Dames of America (NSCDA). Dumbarton House offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House accomplishes this through tours of the museum and offers additional interpretation of the museum through private rental events, temporary exhibits, school and scout programs, and adult educational programs throughout the year.

POSITION SUMMARY

Museum Teachers work with 1-4 other Museum Teachers to lead elementary and middle school youth in hands-on experiences and virtual programs about life during the early years of our nation's history through an interactive tour of Dumbarton House and educational activity session. Youth groups include schools, Girl Scouts, and homeschool students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare program space for educational program, including set- and clean-up and replenishing supplies.
- Manage tech for virtual programs, including monitoring the chat, sharing the tour and slideshow portions on your screen, and encouraging engagement.
- Lead interactive tours of the Museum and hands-on activities.
- Provide a quality learning experience for all youth visiting the museum.
- Attend annual trainings.

SCHEDULE

- Typical in-person shifts are 3-5 hours; typical virtual shifts are 1.5-2 hours;
- Times & shifts will vary, Dumbarton House cannot guarantee weekly hours.
- Teachers are needed for various programs and are *not* required to be available during all time slots
 - School programs: 8:45am-1:00pm, Tues, Wed., Thurs., and Fri
 - Girl Scouts: 6:45pm-11pm Fridays, 8:45am-3:30pm Sat. & Sun.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- A degree or in the process of earning a 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;
- Knowledge of architecture, early American history, or decorative arts is desired
- Enthusiasm and interest in working with children
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs and working in tiring and uncomfortable positions.

ADA SPECIFICATIONS

- Ability to continuously stand or walk.
- Ability to bend, climb stairs and lift frequently.
- Ability to lift up to 15 pounds frequently.
- Ability to squat occasionally.

COMPENATION

- \$15/hour;
- The incumbent is paid on an hourly basis and is not eligible for Museum benefits.
- Dumbarton House is an Equal Opportunity Employer.

TO APPLY

- Send cover letter, resume, and the below schedule chart with a general idea of your availability to: Sheridan Small at education@dumbartonhouse.org; with the subject Museum Teacher Opening.
- No phone calls please. Qualified applicants will be contacted to schedule an interview.

Key: X - I am available this day and time.

* - I have some flexibility with this day and time.

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:45-1:00	8:45-1:00	8:45-1:00	8:45-1:00	8:45-12:30	8:45-12:30
12:15-3:30	12:15-3:30	12:15-3:30	12:15-3:30	10:30-3:30	10:30-3:30
			6:45-11:00	6:15-10:45	

Below are tentative shifts for museum teachers, more will be added as programs are scheduled including school groups which are scheduled in the early fall. There are usually about 4-6 school field trips a month (we are anticipating most to be virtual this year).

- September 15th -Museum Teacher Training (5:30-7:30pm)
- September 22 - Homeschool
- September 25 - Girl Scouts
- October 10 - Girl Scouts
- October 20 - Homeschool
- October 23 - Girl Scouts
- November 7 - Girl Scouts
- November 21 - Girl Scouts
- December 1 - Homeschool
- December 5 - Youth holiday program
- December 11 - Youth holiday program
- January 28 - Girl Scout overnight
- February 12 - Girl Scouts
- February 23 - Homeschool
- March 5 - Girl Scouts
- March 27 - Girl Scouts
- April 2 - Girl Scouts
- April 20 - Homeschool
- May 14 - Girl Scouts