



Education Associate

Role Overview:

Join the team that is leading the Martha's Vineyard Museum (MVM) into its second century. We know that a museum is much more than a collection of buildings, art and historic artifacts, and we have made great strides towards becoming an organization that fully represents the entire Island population. The Education Department plays an active role in helping the Museum achieve this core mission.

In this part-time, year-round position, the Education Associate will assist the Education Manager in engaging the Island community through the Museum's diverse range of Educational programming. Our lessons are aligned with the Massachusetts State Teaching Standards and focus on core Island themes, complementing and enhancing the learning that happens in classrooms. Over the 2023-2024 school year, the Education team engaged with students from all Island schools, hosting 122 field trips and classroom visits. We also hosted or took part in 44 public educational programs. In the 2024/2025 academic year, we hope to maintain and grow our engagement with Island students and families and the Education Associate will be integral to helping us do so.

Reports to: Education Manager

Supervisory Responsibilities: None

Schedule: Tuesday through Fridays, 9am - 2pm primarily, with occasional commitments in the later afternoon or on weekends. This is a part-time position, typically 20 hours per week, with up to 30 hours per week.

Key Responsibilities:

Youth Education:

- Support school field trips to MVM sites & classroom visits for Pre K-12th grade groups throughout the school year, Tuesdays through Friday mornings and early afternoons.
 - Develop familiarity with the MVM and its mission as well as our educational curriculum in order to deliver high-quality lessons.



- Guide students/visitors through galleries/learning stations as appropriate to their visit's goals.
- Assist with set-up and clean-up within our education spaces, and maintenance of the education collection.
- Provide creative assistance in refining or creating new educational curriculum to improve the quality of experience that our museum offers to students of all ages.
- Support Summer Educational programming through our own Discovery Days kids classes as well as community camp outreach in the summer months.
- Contribute to providing school vacation programming at the Museum, including workshops, storytimes, or other drop-in activities for children and families.

Adult Education:

- Support STEP (School to Employment Program) Work/Study participants in their roles at the Museum.
- Support Adult Education partnerships by assisting with group tours of the museum or delivering educational content in their own sites.

Other Potential Responsibilities:

- Help support relationships with outside organizations and partnerships for the Education department.
 - Be an “ambassador” for MV Museum’s Education offerings at community-wide events.
 - Help to develop new collaboration opportunities between the Museum and Island Schools.
 - Facilitate relationships with Island organizations serving teens and young adults.
- Collaborate with other museum departments when opportunities arise.
- Contribute to major Museum events/programs that welcome organization-wide participation, such as: Evening of Discovery, MVM Day, our annual Summer Soiree or Halloween event.
- Support the organization with administrative tasks (meeting note taking, office supply management, mail distribution), as required and as schedule permits.
- Actively participate in the life of the Museum.

Desirable Skills and Qualifications:

- Bachelors degree in Education or related field preferred.
- Experience delivering educational curriculum to a variety of audiences, particularly children.



- Strong classroom management, socio-emotional awareness and behavioral management skills.
- Confidence with public speaking and acting as an ambassador to MVM.
- Knowledge or proficiency in a second language, especially Brazilian Portuguese, would be highly valued.
- High level of integrity, punctuality and organization.
- Excellent communication, interpersonal skills and desire to work on a team.
- Demonstrated proficiency in standard office software such as Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets).

Physical Requirements:

- Must be able to stand or walk for prolonged periods of time.
- Able to climb several flights of stairs, a ladder, and maneuver through a low doorway at the Edgartown lighthouse tower.
- Able to work indoors and outdoors for extended periods of time.
- Able to assist with moving tables and chairs periodically.

How to Apply:

Due to the severe housing shortage on Martha's Vineyard, we encourage local area residents to apply.

To apply for this position, please send your cover letter and resume to the Martha's Vineyard Museum at careers@mvmuseum.org.

Applicants are subject to a Criminal Offender Record Information (CORI) background check by the MVM as well as the Martha's Vineyard Public Schools.

At the Martha's Vineyard Museum, we value diversity and strongly encourage applications from individuals from all identities and backgrounds. All qualified applicants will receive equitable consideration for employment based on their experience and qualifications, and will not be discriminated against on the basis of race, color, religion, disability, national origin, age, sex, pregnancy and pregnancy-related conditions, gender identity, sexual orientation, genetic information, veteran status, ancestry, or national or ethnic origin.