

ORANGE COUNTY REGIONAL HISTORY CENTER

Education Specialist

Application Deadline: Posting Opens: 9/7/2018
Posting Closes: 9/21/2018 (or until filled)

Salary: \$ 13.50/hour
Hours: 25-30 hours weekly
Address: Orange County Regional History Center, 65 East Central Blvd, Orlando, FL 32801

Position is part-time and non-exempt.

Overview

The Orange County Regional History Center, housed in a historic courthouse in downtown Orlando, offers four floors of exhibits exploring 12,000 years of Central Florida's rich heritage. A Smithsonian affiliate, the museum also presents visiting exhibitions and a wide range of programs for all ages. From documenting defining moments in our history to bearing witness to everyday life, the museum plays an invaluable role by serving as Central Florida's storyteller for generations to come.

The History Center is currently seeking a qualified professional to fill the position of Education Specialist. This position provides administrative and instructional assistance for all education-based programming.

If interested, email Resume to Amanda.Parishwalters@ocfl.net

Reports to: Curator of Education

Representative Duties

- Facilitation of education programs – including guided school tours, History on the Go, scout workshops, camps, youth and family programs, and public programming
- Assists with scheduling education programs
- Coordination of daily field trips and payments
- Planning and implementation of education programs
- Maintaining inventory of education supplies and equipment
- Assists in other areas and performs related duties as assigned

Minimum Qualifications

- Two years of collegiate work and one year of clerical experience or an equivalent combination of relevant education, training or experience
- Must have an interest in working with children
- Great customer service skills
- Ability to work a flexible schedule, occasional evening and weekend work is required
- Organization and planning skills

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www.thehistorycenter.org

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- Possess high attention to detail
- Excellent oral and written communication skills
- Knowledge of Microsoft Excel, Word, and Outlook
- Must possess and maintain a valid Florida Driver's License by date of hire

Preferences

- Teaching experience in a formal or informal setting
- Experience presenting to large groups
- Background in history or education

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by executive staff. Work environment is primarily in an office with some walking and driving between the office to the Museum and offsite to schools and events; ability to lift up to 35 pounds and to be on their feet for over two hours at a time.

*Final Candidates must pass a background check, must be able to live and work in the United States and may be required to pass a drug test.