

# WITTE

## MUSEUM

**Job Title:** Program Presenter  
**Division:** Public Programs

**Summary:** The part-time Program Presenter is responsible for presenting demonstrations, investigation stations and thematic, curriculum correlated school programs and workshops. The Presenter is responsible for researching and learning content information, daily set-up and takedown for programs, management of supplies and distribution of handouts, and facilitating inquiry-based experiences throughout the museum.

**Key duties and responsibilities:**

- Learn and perform demonstrations throughout the museum including the H-E-B Science Treehouse.
- Conduct gallery demonstrations and activities at Investigation Stations throughout the museum including the H-E-B Science Treehouse and River Alive! area.
- Research content information as needed.
- Learn school program and workshop scripts as developed by the Public Programs Department.
- Present school programs and workshops as scheduled utilizing inquiry based teaching techniques and behavior management skills, and adapting content level to students' ability.
- Prep program materials, including set-up and takedown.
- Oversee program supplies and complete weekly supply order forms.
- Work with volunteer program assistants as part of the school programs and workshop presentation team.
- Make copies and distribute student handouts and evaluation forms as needed.
- Staff Public Programs and off-site events as needed.
- Assist in the development of new programming.
- Assist with other duties as assigned.

**Supervision:** Reports to the Manager of School and Teacher Programs

**Education:** High School Diploma or equivalent. Some college or Bachelor's degree preferred. Fluency in Spanish, science, and history background preferred but not required.

**Experience and Skills:** Must be an energetic, outgoing and enthusiastic individual with strong verbal and performance skills as well as content knowledge of subjects presented; demonstrate good organizational and time management skills; have inquiry based teaching and behavior management abilities; possess excellent people skills and be comfortable interacting with families and children.

**Physical Demands:** Moderate lifting, walking, climbing stairs, etc. Must be in good physical condition, heat tolerant and able to work outside.

**Other Requirements:**

- Must be able to work weekends and evenings as required
- Ability to work independently and as a team member.

The Witte Museum is an equal opportunity employer.

**Closing date:** January 30, 2007

**Please submit application and resume:**

Witte Museum  
ATTN: Human Resources  
3801 Broadway  
San Antonio, TX 78209

**Resumes may be faxed to:**

Witte Museum  
ATTN: Human Resources  
210-357-1882