

WITTE

MUSEUM

POSITION ANNOUNCEMENT

PROGRAM PRESENTER – P/T

POSITION 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.

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

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 REQUIREMENTS:

- 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: Open until filled

Please submit resume to:
Witte Museum
ATTN: Human Resources
3801 Broadway
San Antonio, Texas 78209

Resumes may be faxed to:
Witte Museum
ATTN: Human Resources
210-357-1882