



OUTREACH ASSISTANT POSITION DESCRIPTION

Department: Education / School and Outreach **Location:** San Francisco
Reports to: School and Outreach Manager **Status:** Full-Time
Hours: 40 hours/week
FLSA Code: Non-Exempt

JOB FUNCTION:

The WDFM is committed to providing high quality programs and resources for school, teachers and families and to working in partnership with others to support animation education in the Bay Area and beyond. This position works as part of the education team to facilitate age and grade appropriate experiences in the museum's galleries, Learning Center, and classrooms in the larger San Francisco Bay Area that connect students to the power of imagination through animation arts, science, and technology. The Outreach Assistant is responsible for all outreach material preparation and offsite co-teaching. This position is also responsible for administrative duties related to these programmatic tasks including, but not limited to editing and delivering outreach videos, curriculum writing for outreach programming, and assisting with the ordering of outreach supplies.

DUTIES AND RESPONSIBILITIES:

- Co-teach or lead outreach sessions at partner schools, including, but not limited to, Abraham Lincoln High School, MLK Middle School, Grant Elementary, Valle Vista Elementary, Santee Elementary, Access SFUSD: The Arc, and Ulloa Elementary
- Lead School Experiences when not offsite
- Assist with outreach sessions at community partner organizations in accordance with annual outreach exhibition, for example *Transformations* or *Looking Inward*
- Create curriculum and co-lead after-school extended learning sessions twice a week with Studio representative
- Assist with annual culminating events for partner schools, including arranging food / gifts for students and teachers
- Edit all outreach videos and email to teachers in a timely manner
- Travel to periodic offsite locations to represent the education department, including STEAM Nights, the Girl Scout Annual Bridging Event, and other community activities

- Order and organize Outreach supplies and input corresponding expenses into Actuals database
- Account for / scan all “offsite tally tickets” into Galaxy and record in School & Outreach Excel reports

KNOWLEDGE, SKILLS, AND ABILITIES:

Minimum Qualifications:

- High school diploma.
 - Two years of experience in front-line customer service and/or education roles
 - Must have car
- **Desired Qualifications:**
 - BA or equivalent work experience required; studies in history, art history, museum studies, museum education, or other topics related to site specific programs preferred.
 - Experience in public speaking and/or presenting educational information to the public.
 - Experience working in a museum, educational, historical or cultural setting a plus. Knowledge of and enthusiasm for history or other topics related to the site preferred.
 - Bilingual fluency, especially in Spanish, Cantonese, Mandarin, or Japanese.
- **Skills and Abilities:**
 - Excellent communication skills.
 - Capable of speaking in front of large and small groups of children.
 - Demonstrated ability to engage effectively with culturally diverse audiences and audiences of varying age.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- Desk duties entail extended periods of work done at a computer workstation.
- Use of phone and operation of standard office equipment, e.g., computers, copiers, etc., required.