



## SCHOOL 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

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### **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 and Learning Center that connect students to the power of imagination through animation arts, science, and technology. The School Assistant is responsible for all tour and workshop material preparation, creation and maintenance in collaboration with other museum educators. This position is also responsible for administrative duties related to these programmatic tasks including, but not limited to editing and delivering school experience videos, learning center maintenance, and program materials preparation.

### **DUTIES AND RESPONSIBILITIES:**

- Greet school groups daily, process payments with ticket desk, and collect total numbers
- Greet self-guided school groups
- Lead School Experiences
- Maintain Learning Center furniture, digital lab computers/equipment, and Command Center Calendar
- Order and organize School Experience supplies and input all expenses into Actuals database
- Respond to all student resource inquiries regarding research and history week projects in a timely manner
- Schedule and facilitate Multiplane Kit rental pickup and drop-offs, coordinating with AV department for day-of support
- Process check and credit card payments through Galaxy, sending receipts to teachers
- Represent School & Outreach programming at weekly VR meetings and create all necessary VR paperwork

- Assist with teacher programs, including set up/clean-up and pre-ordering breakfast and lunch through Taste
- Arrange any guest instructor's contract, travel, transportation, lodging, and honorarium / reimbursements
- Edit all school experience videos and email to teachers in a timely manner
- Present at offsite workshops or education/museum conferences

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Minimum Qualifications:**

- High school diploma.
- Two years of experience in front-line customer service and/or education roles

• **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.