



OUTREACH ASSISTANT POSITION DESCRIPTION

Department: Education / School and Outreach **Location:** San Francisco
Reports to: Senior School and Outreach Coordinator **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 educational outreach co-teaching opportunities. 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 our partner schools located in San Francisco Unified School District
- Choose new partner school applicants for the relaunch of the 3-year term *Animated Classrooms Museum-School Partnership Program* and coordinate with schools on their chosen curriculum
- Be the point of contact for teachers at partner schools to answer any curriculum and offsite related questions
- Lead preschool – 12th grade School Experiences when onsite on Mon., Wed., Thurs., or Fri.
- Create curriculum and co-lead after-school extended learning sessions twice a week with education's Teaching Artist
- Assist with outreach sessions at community partner organizations in accordance with annual outreach exhibition, for example *Transformations* or *Looking Inward*
- Edit 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
- Assist with educational events and other duties as assigned from School and Outreach / Educational management.

KNOWLEDGE, SKILLS, AND ABILITIES:

Minimum Qualifications:

- High school diploma
- Two years of experience in education roles
- Must have a valid driver’s license and a good driving record

Desired Qualifications:

- BA or equivalent work experience required; studies in history, art history, museum studies, museum education, animation, or other topics related to site specific programs preferred.
- Experience in public speaking and/or presenting educational information to the public.
- Experience with animation principles and/or teaching animation preferred.
- 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, audiences of varying ages, and audiences of varying abilities.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Extended periods of standing and speaking required for teaching duties; standing and walking required for tours and gallery talks.
- Occasional stooping, kneeling, bending, squatting/crouching, pushing/pulling, and reaching above the shoulders and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects will be required.
- Day to day moderate noise in open setting; occasional exposure to loud music at special events.
- 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.