

## **The Valentine Employee Job Description**

**Position Title:** Valentine Educator / Spanish Speaking<sup>1</sup>

**FLSA Status:** Non-Exempt<sup>2</sup>

**Job Objective:** Valentine Educators conduct educational programs and tours on and off site in accordance with the lesson plans developed by the Valentine using high quality content and delivery. Valentine Educators will work approximately 3-9 hours per week, scheduled as needed for programs.

**Reporting Supervisor:** Student Programs Manager

### **Core Job Responsibilities and Duties:**

1. Professionally represent the Valentine to schools and various community organizations and partners in the Metropolitan Richmond area.
2. Strive to provide museum education classes that utilize the inquiry method.
3. Deliver customer service with personable and knowledgeable attitude.
4. Ensure security of the property, its contents, and the visiting school public (i.e. instruct students to use good museum manners when touring exhibits: no touching, no photographs, no food, no drinks, no gum, maintain reasonable noise level).
5. Must commit to a minimum of 1 school program a month (September - May).
6. Willingness to work occasional evenings and weekends
7. Attend and arrive on time for all required meetings, training sessions and programs, and show commitment to the monthly schedule.
8. Provide an enriching, safe, and fun environment for the students.
9. Maintain resources and supplies for programs.

### **Qualifications**

1. Bachelor's degree preferred in History, Education, Art History, Museum Studies, Drama or Fine Arts.
2. Experience working with children and adults in an educational setting, proven ability to work with others, and strong oral and written communication skills are a plus.
3. Experience teaching in a museum or classroom setting is desirable, but not required.
4. Spanish speaking skills required

### **Physical Demands**

The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this

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<sup>1</sup> **DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

<sup>2</sup> FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

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job. While performing the duties of this job, the employee may be required to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as program kits, tables, chairs or files weighing up to 10 pounds. The employee is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Compensation & Work Hours**

1. Part-time hourly position, scheduled as needed for programs.
2. Wage commensurate with experience. Hours per week will vary.

**The mission of the Valentine is to engage, educate, and challenge a diverse audience by collecting, preserving, and interpreting Richmond's history.**