

The Valentine Employee Job Description

Position Title: Valentine Educator¹

FLSA Status: Non-Exempt²

Job Objective: Valentine Educators conduct educational programs on and off site in accordance with the programs 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 and Tours Manager

Core Job Responsibilities and Duties:

1. Educate and engage a diverse audience with Richmond history.
2. Professionally represent the Valentine to schools, adults, seniors and community partners in the Metropolitan Richmond area.
3. Strive to provide attendees with an active and conversational experience that sparks curiosity and prompts personal connections. Comfort discussing difficult topics with a wide range of audiences necessary.
4. Deliver customer service with personable and knowledgeable attitude.
5. Must commit to a minimum of one program a month.
6. Attend and arrive on time for all required meetings, quarterly staff meetings, training sessions and programs, and show commitment to the monthly schedule.
7. Provide an enriching, safe, flexible and fun environment for all program participants.
8. Commitment to continuing to expand your knowledge, skills and abilities through professional development, provided resources and independent research.
9. Maintain and care for program resources and supplies.
10. Ensure security of the property, its contents, and the visiting public (i.e. instruct students to use good museum manners when touring exhibits: no food, no drinks, no gum,)
11. Willingness to work occasional evenings and weekends.

Qualifications

1. Bachelor's degree preferred in History, Education, Art History, Museum Studies, Fine Arts or a related field.
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.

¹ **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.

² 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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3. Experience teaching in a museum or classroom setting is desirable, but not required.
4. Spanish or multi-language fluency a plus.

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 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, \$12 - \$15.75 per hour. 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.