

Education Assistant

The USS Constitution Museum seeks a dynamic, mission-driven part-time Education Assistant to support the Museum's student and youth education programs through the delivery of engaging, hands-on learning experiences. Working closely with the Education Manager and Education Coordinator, the Education Assistant assists with facilitating educational programs, supporting group reservations and logistics, and assisting in the development and refinement of K–12 curriculum and educational resources. This position is ideal for an educator who is passionate about history, inquiry-based learning, and creating meaningful connections between students and the stories of USS *Constitution*.

Education & Program Support

- Facilitate museum education programs for students and youth.
- Assist the Education Manager and Education Coordinator in planning, preparing, and implementing educational programs and departmental initiatives.
- Prepare program materials, classroom spaces, and hands-on learning activities.
- Assist the Education Manager and Education Coordinator in developing, refining, and piloting K–12 educational programs aligned with Massachusetts curriculum frameworks and museum education best practices.
- Assist in creating teacher resources, lesson plans, activity guides, and digital learning materials.
- Support Scout Days and other student and youth education programs.
- Assist with program evaluation by collecting feedback, documenting programs, and supporting ongoing assessment efforts.

Group Reservations & Administrative Support

- Support the Education Coordinator in scheduling school groups, preparing program materials, and maintaining reservation records and program statistics.
- Assist with phone, email, and online inquiries related to student group visits.
- Prepare confirmations, invoices, attendance records, and other program documentation.
- Help coordinate program logistics to ensure the smooth day-to-day operation of the Education Department.
- Support the development and maintenance of positive relationships with teachers, schools, homeschool educators, and community partners.
- Assist with outreach to schools and educational networks to broaden the Museum's reach.

This is a part-time morning, 19-hour position.

Schedule: Mornings are preferable but flexible for the right candidate

Pay: \$20