



## Museum Learning Associate

(Part-Time, Non-Exempt)

Pay range: \$16.00-\$20.00/hour

Museum Learning Associates support the creation, delivery, and staffing of engaging, visitor-centered activities and programs for a variety of learners, including K-12 and college students, children and families, with a focus on field trips (schools, camps, after-school programs), targeted audiences (homeschoolers, scouts, vacation weeks, summer visitors), and outreach (schools, festivals, community events). Working closely with the Museum Learning team and volunteers, Associates will facilitate a range of school tours, extended learning workshops, public programs, and in-gallery activities connected to Museum content in art, history, science, and culture. This is a part-time position of 10-20 hours per week, with flexible weekly scheduling based on programmatic needs.

### Core Responsibilities

- Facilitate school programs and workshops in Museum galleries and classroom, including welcoming groups, teaching scheduled lessons, coordinating daily schedules, and setting-up and breaking-down programs and spaces.
- Facilitate drop-in Museum Learning activities, including welcoming and engaging visitors, explaining activities, maintaining supplies, and setting-up and breaking-down activities.
- Prepare necessary supplies for scheduled programs and activities, ensuring materials are fully stocked for unlimited visitor participation.
- Organize and create shopping lists for activity and workshop supplies, as needed.
- Assist with designing and preparing additional activities connected to Museum content and themes.
- Work with Museum volunteers and high school apprentices to staff activities and outreach, modeling visitor-centered facilitation techniques.
- Communicate with staff and volunteers to ensure smooth running of programs.
- Track participation and assist with evaluation of programs and activities.
- Assist with the monitoring of hands-on gallery interactives, including Kid's Corner and Sailor's Nook.

### Desired skills and abilities

- Enjoys engaging with visitors of all ages, with a focus on students, children, and families
- Engages students and visitors with enthusiasm, creativity, and patience
- Possesses excellent customer service and communication skills
- Pays close attention to details and has strong organizational skills
- Anticipates and responds to situations with flexibility and adaptability, with ability to problem-solve and make adjustments as needed
- Actively seeks opportunities to improve procedures and is enthusiastic about innovation and change
- Embraces and promotes diversity, equity, and inclusion initiatives
- Works independently and as a member of a small team
- Works well with students and volunteers of various ages and backgrounds

### Education and experience

- High school diploma, and some college
- BA in education, museum studies, hospitality, or related field *preferred*



- Experience working with students, adults, and/or intergenerational audiences in an educational or museum environment *preferred*
- Background working with diverse constituencies and an ability to speak multiple languages *preferred*

### To Apply

Send cover letter, resume, and [Application for Employment](#) to Victoria Hughes, Associate Director of Museum Learning, at [vhughes@whalingmuseum.org](mailto:vhughes@whalingmuseum.org). Applications will be reviewed on a rolling basis; application closing date is February 9, 2026.

### The New Bedford Whaling Museum

Founded as the Old Dartmouth Historical Society in 1903, the New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture, rooted in the stories of people, the region and an international seaport. The leading cultural institution in the region, reaching more than 140,000 visitors in New Bedford and through traveling exhibitions annually, the museum offers dynamic public programs and vibrant educational activities appealing to learners of all ages. The cornerstone of New Bedford Whaling National Historical Park, the Museum is located at 18 Johnny Cake Hill in the heart of the city's historic downtown.

The New Bedford Whaling Museum is committed to equal employment opportunities for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identify, veteran status, age, or disability.