



THE WALT  
DISNEY  
FAMILY  
MUSEUM

## Studio Educator Job Description

**Department:** Education Department      **Location:** San Francisco  
**Reports to:** Education Studio Manager      **Status:** Full-time  
**Hours:** 40 Hours with weekends and possible nights  
**FLSA Code:** Non-Exempt      **Pay Rate:** \$17/hour

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### **SUMMARY OF POSITION:**

The Studio Educator reports to the Education Studio Manager to facilitate age and grade appropriate experiences in the museum's classrooms that connect students to the power of imagination through animation arts, film studies, and creative expression. Studio Educators aim to assist with the implementation of inquiry-based, hands-on educational experiences that focus on animation and offer students the opportunity to connect with the life and work of Walt Disney and the history of animation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following reflects the Walt Disney Family Foundation's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Education Studio Manager may assign or reassign duties and responsibilities to this position at any time.

### **CORE RESPONSIBILITIES:**

- Assist the Education Studio Manager, Studio Coordinator, and Studio Assistant in implementing curriculum in studio classes, with an emphasis on animation and film arts
- Assist and observe Studio Team in conducting interactive, inquiry-based classes and weekend workshops for students in grades pre-K-12, and adults
- Implement grade-appropriate curriculum for after school classes, offsite and distance learning as well as assisting in the adaptation of content to accommodate diverse audiences
- Maintain the Learning Center by helping organize student files, supplies, and equipment
- Help facilitate classroom workshops at various partner schools throughout the Bay Area when assigned
- Collaborate with other departments for educational purposes such as classes, workshops, and outreach programs when assigned
- Participate in all exhibition training sessions and continuing education sessions
- Perform other tasks that pertain to the responsibilities of the Education Department and Education Studio, as assigned by the Education Studio Manager or Education Studio Coordinator
- Prep materials for classes which includes set up/clean up, creation of props and class examples

**FURTHER RESPONSIBILITIES:**

- Maintain knowledge of current art education policies, standards, theories and practice in public and private schools and museum contexts
- Meet and greet students and parents
- Travel to area schools
- Assist with the functioning of the Learning Center as a shared, public, educational space
- Perform other appropriate duties as required

**QUALIFICATIONS:**

- Excellent interpersonal and communication skills
- Understanding of social-emotional practices
- Experience working with groups of children, teachers, and families, especially in an informal educational setting
- Must be able to maintain the highest level of confidentiality and discretion when working with guest instructors
- An understanding of animation principles and practices
- Experience making art and/or leading hands-on art lessons
- Deep understanding of educational theories or techniques, and child development
- Interest in animation and the life and legacy of Walt Disney
- Ability to work independently, with little supervision, and uphold Museum's policies
- Must have can-do attitude, creativity, flexibility, and strong problem-solving skills

**EDUCATION AND EXPERIENCE:**

- BA in Animation, Studio Art, Education, Art History, Museum Studies or related field preferred
- Minimum one year teaching experience, Animation, Studio Art, or Museum Education related experience preferred
- Professional experience with Word, Excel, Outlook, Photoshop, iMovie, Final Cut

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics 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. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, and reaching above the shoulders and lifting of up to 25 lbs. Work may require occasional weekend and/or evening work.