



**Job Description:** Museum Educators support the Museum’s Mission to by encouraging visitors to explore the Museum, while providing them with the tools and knowledge for a safe, educational and enjoyable visit.

**A Museum Educator’s Day may include:**

- Leading guided tours for schools, scouts and camp groups
- Presenting a planetarium program
- Conducting MMKIDS educational programs in the Innovation Laboratory
- Reading to young children at story-time
- Supervising an arts and crafts session
- Assisting visitors in the use of interactive exhibition elements
- Routine tidying throughout their shift
- Craft/activity preparation
- Greeting guests at our front

**Requirements:** Must be 18 years of age or older. Must be enthusiastic, pleasant, flexible, willing to learn and to engage others – especially children and families. Must have good public speaking and customer service skills. Experience in education or supervising and working with children in a camp or recreational activity is preferred, but not required.

Our Museum Educators work 10-15 hours per week; Must be available for flexible shifts of 4-7.5 hours on Saturdays between the hours of 9:30am and 7:30pm, or on Sundays between the hours of 9:30am-5pm

**Salary: \$10.00 an hour**

**Submit your application to** Catherine Esposito, Education Programs Manager  
cesposito@monmouthmuseum.org • Monmouth Museum, PO Box 359 Lincroft, NJ 07738

# Application for Employment

The Monmouth Museum prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

Date \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Student ID # \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_

## **Days of the Week and Hours you are available:**

**Monday: The Museum is Closed on Mondays**

**Tuesday** 9:30am to 5:00pm  Yes  No

**Wednesday** 9:30am to 5:00pm  Yes  No

**Thursday** 9:30am to 5:00pm  Yes  No

**Friday** 9:30am to 7:30pm (split into shifts 7.5 hours or less)  Yes  No

**Saturday** 9:30am to 7:30pm (split into shifts of 7.5 hours or less)  Yes  No

**Sunday** 9:30am to 5:00pm  Yes  No

Are you a U.S. citizen or authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)  Yes  No

If yes, please describe conditions. \_\_\_\_\_  
\_\_\_\_\_

## **Education:**

School Name and Location:	Year	Major	Degree
High School _____	_____	_____	_____
College _____	_____	_____	_____
College _____	_____	_____	_____
Post-College _____	_____	_____	_____

**Other Training:** In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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**Employment History (Start with most recent employer)**

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

**Company Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Date Ended \_\_\_\_\_ Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

**References:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Years Known** \_\_\_\_\_

**Why do you want to work at the Monmouth Museum?**

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**(Please feel free to attach additional information, cover letter and/or your resume)**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_