



Learning Programs Facilitator

Vizcaya Museum and Gardens is a National Historic Landmark that preserves the Miami estate of agricultural industrialist James Deering to engage our community and its visitors in learning through the arts, history, and the environment. Vizcaya Museum and Gardens seeks Learning Programs Facilitators to conduct guided experiences for all audiences with a focus on school students. Programs are designed to empower visitors to make personal and meaningful connections with Vizcaya.

In addition, Learning Programs Facilitators support institutional visitor services operations, including group management and require a proactive attitude, excellent problem solving and time management skills as well as the ability to work independently and in a team.

Learning Programs Facilitators are retained at \$15/hour.

Responsibilities

1. Conduct discussion-based group tours for general public and for school students in grades 4 through 12 inside the Main House and outdoors in the gardens including set-up and breakdown of materials for on-site school tours.
2. Assist with Public Programs (some evenings required).
3. Demonstrate excellence in content, learning theory, and practice.
4. Supervise group management from arrival to departure.
5. Cooperate with museum staff to support the administration of the group tour reservation and confirmation process as needed and assigned.
6. Maintain inventory of school tour materials and resources.
7. Lead orientation for group visits in the Main House and gardens.
8. Assist with audience evaluation as needed.
9. Cooperate with museum staff, volunteers, and fellow Learning Programs Facilitators to respond to the needs of diverse visitors.
10. Coordinate visitor services information and operation with Security staff and Volunteer Guides.
11. Perform additional tasks relative to Learning Division needs and visitor services as assigned.

Qualifications & Experience

1. High School diploma required.
2. Must be 18 years or older.
3. Fluent in English; Bilingual English and Spanish preferred.
4. Strong verbal communication and interpersonal skills.
5. Experience working with students P – 12 preferred.
6. A professional presence demonstrating flexibility and patience while upholding institutional policies and procedures.

Requirements

1. Availability: 5 days per week (possibly evenings and weekends) 5 hours per day; between 9:15 a.m. – 2:15 p.m. or 12:00 p.m. – 5:00 p.m. including holidays.
2. Attend all training sessions. Dates to be announced.
3. Ability to negotiate various terrain including stairs indoors and outdoors, and walk/stand or be mobile for at least 90 minutes in various weather conditions. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.
4. Adhere to Vizcaya Museum and Gardens Policies & Procedures.
5. Commitment to an inclusive, welcoming, and respectful environment for visitors, volunteers, and employees of diverse backgrounds and needs.

6. Embrace reflective practice and ongoing evaluation to support innovation and integrity in all of our work.

Benefits

1. Academic credit(s) may be awarded by your academic institution as a Cooperative Learning Experience. Consult with your institution.
2. LPFs receive a total of 5 paid leave days per every 12 months of employment. Approved paid leave are reviewed on a case-by-case basis by the Guiding Programs Manager with at least 2 weeks notice. Additionally, LPFs may take a total of 5 days of unpaid leave per every 12 months with prior approval in accordance with program policies and procedures.
3. Specialized training in museum education methodology and age-appropriate programming with skill certification.
4. Professional development opportunities.
5. Formal teaching and lesson plan development experience.
6. Eligibility to participate in the Florida Attractions Association's Attraction Share program, which offers complimentary admission to select cultural destinations throughout Florida.
7. Free admission to Vizcaya for up to four guests per visit, provided the Learning Programs Facilitator is present (unlimited).

Training

1. Training is intensive, including readings between sessions, group discussions, presentations, individual projects and interactions with visiting audiences.
2. Attendance is required for each session. Absences are addressed on a case by case basis.
3. Each participant will be considered for readiness, on an individual basis, at the close of the training program in consultation with the Guiding Programs Manager and additional Learning Division staff members.

Questions & Application

Please forward a cover letter and resume if you have an interest in applying for the Learning Programs Facilitator Internship to Mark Osterman, Guiding Programs Manager at mark.osterman@vizcaya.org. Please feel free to contact the Guiding Programs Manager at 305-860-8439 with any questions.

Positions require a standard background check and interview with the Guiding Programs Manager and additional Learning Division staff members. Foreign nationals who are not American citizens or lawful permanent residents of the US need a work visa, as well as a permit to work, officially known as an Employment Authorization Document (EAD), in order to work in the USA. This position is not a Miami-Dade County employment opportunity.

DEADLINE: Applications will be accepted through mid-August.

The position of Learning Programs Facilitator is not complimented with the benefits offered to Vizcaya Museum and Gardens/Miami-Dade County employees. There is no coverage for medical, dental, vision, legal or life insurance, and no retirement plan options with this position. Vizcaya Museum and Gardens is an Equal Opportunity Employer.