



POSITION DESCRIPTION

LEARNING PROGRAM FACILITATOR

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Learning Program Facilitators conduct guided experiences and facilitate learning programs for a variety of museum audiences primarily through school and community programs. In addition, Learning Programs Facilitators support visitor services, and on select occasions, admissions operations. The position is on the Engagement & Cultural Resources Team in the Community Partnerships, Programs & Interpretation Department, and reports to the School Programs Manager.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- School Programs (80%):
 - Conduct discussion-based, and object-based tours and lessons for school students in grades 4 through 12 inside the Main House and outdoors in the Formal Gardens and Village, including set-up and breakdown of materials for on-site and virtual lessons.
 - Supervise and manage all reserved school groups from arrival to departure and lead group orientation.
 - Collect teacher and chaperone feedback from onsite groups.
 - Cooperate with other museum staff to support the administration of the school group tour reservation and visit.
- Community Programs (adult and family audiences) (10%):
 - Facilitate learning and engagement for adult and family audiences under the direction of the Community Programs Manager.
 - Support set up and breakdown of community program activities.
 - Support ongoing visitor studies by collecting feedback or conducting surveys with program participants.
- Public Tours (all audiences) (5%):
 - Conduct discussion-based, thematic tours or Spotlight Discussions for visitors inside the Main House and outdoors in the Formal Gardens and Village, including set-up and breakdown of materials for on-site and virtual experiences.
 - Support ongoing visitor studies by collecting feedback or conducting surveys with public tour participants.

- Group Tours (adult and college/university audiences) (5%):
 - Conduct discussion-based, thematic tours for reserved groups inside the Main House and outdoors in the Formal Gardens and Village, including set-up and breakdown of materials for on-site and virtual experiences.
 - Supervise and manage all reserved adult and college groups from arrival to departure and lead group orientation.
 - Support ongoing visitor studies by collecting feedback or conducting surveys with reserved group tour participants.
 - Cooperate with other museum staff to support the administration of the adult and college group tour reservation and visit.
- Maintain a clean and organized shared office space, including tour and program resources, materials, and equipment.
- When not leading tours and programs, work independently and as a team to engage and respond to daytime visitors, supporting customer service and service recovery.
- Attend optional and mandatory continuing education trainings related to job duties and career development (approximately 6/year).

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Position Requirements

- At least 1 year of work experience in a public engagement field (such as teaching, learning, volunteerism, civic engagement, etc.).
- High school diploma or equivalent.
- Commitment to collaboration and customer service.
- English fluency.

Factors Vizcaya Will Consider When Evaluating Applicants

- Spanish language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave and retirement benefits for part-time employees. The hourly pay for employees meeting the requirements of this position is \$17/hour.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members and other constituents on and off site. Vizcaya is a non-smoking environment. 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.

Position Type/Expected Hours of Work/Schedule

This is a PT hourly position (24-29 hours per week), from January 3–August 31, 2022. Learning Program Facilitators work an average of 24 hours per week, not to exceed 29 hours per week. All schedules are three 8-hour shifts and include at least one weekend day. Learning Program Facilitators also support approximately 2 evening programs per month, typically an additional 4-hour shift per program, with advance notice to schedule. Learning Program Facilitators work holidays except Thanksgiving and Christmas, unless a holiday falls on the scheduled day off. This position may support academic requirements, check with your academic institution.

Updated November 4, 2021