



## **POSITION DESCRIPTION**

### **LEARNING PROGRAM FACILITATOR**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://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**

- Supervise, manage, and conduct discussion-based tours and lessons for K-12 students and adult 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 lessons.
- Supervise, manage, and facilitate learning and engagement for youth audiences in programs, such as the Scouts Program and one-day camps.
- Support set-up, breakdown, and facilitate learning and engagement for adult and family audiences under the direction of the Community Programs Manager.
- Cooperate with other museum staff to support the administration of group tour reservation and visit.
- Support ongoing visitor studies by collecting feedback or conducting surveys with visitors.
- 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.

### **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.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- English fluency.
- Proficiency with Microsoft Office.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation, generous paid leave and retirement benefits for part-time employees. The starting salary for this position is \$18/hour.

### **Work Environment/Physical Demands**

The majority of work is done in public areas of the estate, indoors and outdoors, with some portion involving interaction with the public, community members and partners, on site. Work requires the 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. Vizcaya is a non-smoking environment.

### **Position Type/Expected Hours of Work/Schedule**

This is a PT hourly position (24-29 hours per week). All schedules are three 8-hour shifts and may include at least one weekend day. Learning Program Facilitators also support approximately 2 evening programs per month, with advance notice. Learning Program Facilitators work holidays except for Thanksgiving and Christmas, unless a holiday falls on the scheduled day off.

### **To Apply**

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

### **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.

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