

**Cable Natural History Museum  
Cable, Wisconsin**

**JOB DESCRIPTION-**

**Position Title:** Educator Naturalist

**Division/Department:** Education

**Supervisor:** Education Director

**FLSA Status:** Full time (40 hours per week); Exempt

**Compensation:** \$45,000 per year

**Work Schedule:** Tuesday-Saturday

**Updated** 09/01/2024

The mission of the [Cable Natural History Museum](#) (CNHM) is connecting people to Northwoods nature through educational experiences that inspire wonder, discovery and responsibility.

**SUMMARY OF JOB SCOPE & RESPONSIBILITIES**

The Naturalist Educator works closely with the Naturalist/Education Director to advance the Museum's mission, vision, and strategic goals through educational programs, exhibits, and relationships that connect people of all ages to Northwoods nature.

**ESSENTIAL JOB FUNCTIONS**

**1. Program Development and Education Delivery (60%)**

- Plan, schedule, and facilitate **school field trips** with assistance from the other Naturalists.
- Teach **MuseumMobile** programs in regional K-6 classrooms.
- Develop and facilitate, or assist with, **public and contract programs** for a variety of ages based on the Museum's mission and address the diverse needs and interests of our community.
- Work with the Exhibit Committee on development, implementation, and evaluation of **exhibits** and associated educational materials.
- Assist with site and program development at the **Wayside Wanderings Natural Play Area**.
- Ensure that all programs and exhibits are consistent with the Museum's **mission, goals, and Interpretive Plan** and are tailored to the goals, interests, and abilities of the audience.
- Work with Education Committee to **improve program effectiveness**, increase engagement, and develop sustainable revenue streams.
- Assist with **marketing** of the Museum on all platforms.
- Assist with tracking program expenditures and revenue and making recommendations for the **annual budget**.
- Uphold the **Best Standards and Practices** for Museum Education.

## 2. Museum Experience Support (30%)

- Greet and interact with **Museum visitors**; provide information about Museum programs and topics of regional environmental interest; and answer visitors' questions related to the environment and natural history.
- Develop cooperative **relationships** and productive **partnerships** within the regional communities; local schools; Indigenous partners, neighbors and tribes; and other stakeholders.
- Train and supervise education **volunteers** as needed.
- Makes regular updates to relevant sections of the **Museum's website**.

## 3. Other Duties (10%)

- Seek out networking and **professional development** opportunities with other museums, science centers, and nature centers locally, regionally, and nationally.
- Represent the Museum by participating in **community activities** and organizations.
- Assist the Naturalist with the **care and well-being of animals** in the living collections as needed.
- Interact with the Museum **Board of Directors** and provide a report to board meetings.
- Assist in identifying, applying for, and administering **grants** or other funding sources to support Museum programs and exhibits.
- **Stay current** on new developments in the world of museums, science centers, natural history, and the environment to foster broader opportunities for our visitors and community.
- Other duties as assigned.

## MINIMUM QUALIFICATIONS:

- **A demonstrated passion for natural history and informal education.**
- A bachelor's degree or equivalent experience in a related field (outdoor education or natural sciences preferred).
- Three years of teaching experience.
- Excellent verbal and written communication skills.
- Familiarity with working in a non-profit setting.
- Demonstrated experience exercising judgement, confidentiality, and diplomacy with the public.
- Ability to establish and maintain effective interpersonal relationships with management team members and coworkers, volunteers, clients, and community partners.
- Ability to work with a team as well as independently and be able to perform multiple tasks without close supervision.
- Ability to work a flexible schedule that will include some evenings, weekends, holidays, and school vacations.
- Advanced skills with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher).
- Familiarity with Google Workspace.

## **FUNCTIONAL PHYSICAL CHARACTERISTICS:**

- Requires sufficient skills to work in a business environment including organizing, coordinating, daily decision making, analyzing, and interpreting.
- Requires standing and walking approximately 30% of the time with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.
- Ability to move and manipulate materials and electronic equipment for events, programs, and outreach weighing up to 50 lbs.
- Ability to safely navigate through public and private areas of the Cable Natural History Museum properties.
- Ability to safely navigate through and perform work in a variety of outdoor environments that may include trails, forests, fields, wetlands, and waterways.

## **WORK ENVIRONMENT**

- Most essential duties are performed in an interactive museum and office environment with exposure to a variety of business equipment and other materials normally found in this type of work setting.
- Other duties are performed in outdoor settings within the region with exposure to a variety of weather and environmental conditions.
- Museum employees may be exposed to high noise levels, temperature changes, a variety of liquids, solids, and gasses used in programs and curation, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is generally performed in an area of limited privacy.

## **EMPLOYMENT SCREENING AND COMPLIANCE**

- Individual will be required to pass a background check and sign a conflict-of-interest form.
- Position may require the individual to sign a confidentiality agreement.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, visitors, volunteers, and client/customers.
- Employee must maintain a current and valid driver's license to perform work duties.

Please send a cover letter, resume, and three professional references to [rich@cablemuseum.org](mailto:rich@cablemuseum.org). Applications will be reviewed starting October 8, 2024.

*CNHM is proud to be an Equal Opportunity Employer and we believe in a diverse and inclusive workforce. We welcome applications regardless of ethnicity or cultural background, age, gender, nationality, religion, disability, or sexual orientation.*