



Last Updated: 10-20-2025

Job Title: Education Associate

FSLA: Hourly, Non-Exempt

Hours: 35 hours per week (\$20-22 dependent on experience)
(Tuesday-Saturday)

Reports To: Education Manager

Mission: To engage our community in the joyful, active exploration of science and innovation.

Job Description:

SEE Science Center has been engaging visitors of all ages in the pursuit of science discovery for over 30 years through museum hands-on exhibits, school field trips, outreach programs, virtual field trips, summer camps, early learners programs and science demonstrations. Founded by inventor Dean Kamen, SEE is located in 30,000 square feet in the Manchester Millyard and welcomes approximately 45,000 visitors annually.

The primary function of an Education Associate is to ensure that visitors experience the most current, interactive and entertaining educational programming at SEE by presenting STEM programs in multiple formats (outreach, in-person, demos, camps, birthday parties, drop-in activities). In addition to the delivery of programs the Education Associate will work with the education team, to prepare for programs, new program development, evaluation, and program clean-up. The Associate will work with students from 2-14 on a regular basis. For one shift a week and during breaks the Educational Associate will also work the front desk welcoming visitors and managing the point-of-sale system.

Supervisory Responsibilities:

- None.

Roles and Responsibilities:

Program Delivery – 60%

- Prepare materials for programs including room set-up, preparation of supplies, keeping track of supply stock, and cleaning up and resetting spaces once programs have been completed.



- Present existing programming suite maintaining consistent quality and content in multiple formats (outreach, In-person, demonstration, camp, birthday parties, drop-in).
- Actively participate in running camp sessions for 4 weeks during the summer.

Visitor Services – 25%

- Manage one front desk shift during the week and assist in covering breaks.
- Answer the telephone and respond to inquiries.
- Perform basic exhibit reset duties including rounds, resetting the trains, neatening consumables, wiping down exhibits at the end of day.
- Conduct transactions in the museum's point-of-sale system.
- Welcome visitors to the museum.
- Sell memberships.

Program Development and Evaluation – 10%

- Work with the education team to develop new programs.
- Provide feedback and suggestions on the implementation of pilot educational programs.
- Document programs.
- Work with the education team to develop new camp programs.
- Develop and collect evaluation materials for programming and the visitor experience.

General Duties: - 5%

- Assist with special events and fundraisers.
- Assist with set-up for volunteers.
- Perform other duties as required.

Required Qualifications and Skills:

- Ability to communicate effectively verbally and in writing.
- Ability to work well with the public and harmoniously with others.
- Basic knowledge of (or ability to learn) principles of science.
- Basic knowledge of educational concepts.
- Ability to supervise small groups of volunteer staff.

Education and Experience:

- High school degree or GRE required, Bachelor's degree in related field or equivalent job experience preferred.
- Previous experience working with learners (ages 2-14) preferred.



- Previous experience working with children on the spectrum and/or individuals with disabilities a plus.
- Previous experience working with ESL learners a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk or working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to orate and stand for long periods of time while giving group presentations.
- Must have transportation to drive to outreach programs (reimbursed for mileage and related expenses).

SEE is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.