

Weitzman National Museum of American Jewish History

Job Description

Educational Assistant

ORGANIZATION SUMMARY

The Weitzman National Museum of American Jewish History (The Weitzman), on historic Independence Mall in Philadelphia, presents educational programs and experiences that preserve, explore, and celebrate the history of Jews in America. Its purpose is to connect Jews more closely to their heritage and to inspire in people of all backgrounds a greater appreciation for the diversity of the American Jewish experience and the freedoms to which Americans aspire. The Weitzman's vision is to be the preeminent national museum creatively teaching, interpreting, and inspiring dialogue about the American-Jewish experience in the context of American history. The Museum will be a force fueling the American spirit of courage and imagination, aspiration and hard work, leadership, and service, through active engagement with the stories of American-Jewish life and tradition.

JOB SUMMARY

The Weitzman National Museum of American Jewish History is seeking a detail oriented, energetic, and thoughtful Educational Assistant to support our Education Department, Visitors, and cohort of volunteers. This is an exciting and excellent opportunity for anyone interested in a future as an educator, historian, or museum professional. The Educational Assistant will be responsible for leading educational programs, facilitating student group discussions, ensuring logistical and content expectations for our newest temporary exhibition *The First Salute (opening late April, 2026)*. They will be responsible for facilitating discussions and fostering engagement with school groups grade grades 6-12, with diverse learning styles, socio-economic status, and levels of interest. There will also be opportunities for lightly docented adult groups. The ideal candidate is comfortable and excited to engage with any student in conversation in an authentic way. They will also assist in evaluating visitor experiences, designing (or redesigning) curriculum, training "Ask Me" docents and volunteers, and keeping up-to-date on content and artifacts in the exhibition. This role requires strong communication skills, patience, humor, and a desire to learn. We are seeking someone with a passion for education, inquiry-based learning, experience working with students, teachers, and volunteers, and a keen sense of how historical stories can be made relevant to our present-day lives. The ideal candidate brings a passion for Jewish history education, inquiry-based learning, experience working with students, teachers, and volunteers, combined with the organizational skills and interpersonal warmth to create meaningful museum experiences for visitors of all ages and backgrounds. This role will also be responsible for some of the day-to-day support to the Education Department.



JOB RESPONSIBILITIES

- Facilitate interactive educational activities and gallery experiences that deepen visitor engagement
- Act as a primary contact during school group visits to *The First Salute* and potential future exhibitions.
- Ensuring positive visitor experiences during their visits to *The First Salute*
- Represent the museum professionally and enthusiastically as a frontline educator
- Prepare materials, spaces, and resources in advance of scheduled group visits.
- Maintain accurate records of group bookings, attendance, and visitor feedback
- Communicate effectively with teachers, group leaders, and community partners before, during, and after visits
- Assist in training, mentoring, and supervising volunteers or part-time staff.
- Prepare materials for programs, manage, and maintain educational spaces.
- Assist in the development and updating of educational materials, lesson plans, activity kits, and docent guides
- Support the planning and execution of special events, educator workshops, and public programming initiatives
- Conduct research and contribute content knowledge to exhibition-related educational resources
- Provide general administrative support to the Education Department, including correspondence, scheduling, meeting requests,

QUALIFICATIONS

- Bachelor's degree required in Education, Judaic Studies, History, Museum Studies, or a closely related field. (Master's preferred).
- Experience working with school-age children and/or teens, teaching, museum education, or public programming.
- Interest in learning theories, classroom management, and experiential learning.
- Excellent verbal communication and public speaking skills; comfortable engaging audiences of all sizes
- Strong organizational and time-management abilities, with attention to detail
- Proficiency in Microsoft Office Suite and comfort with scheduling and database systems
- Collaborative team player with the ability to work both independently and within a department
- Knowledge of or genuine interest in the museum's subject matter — including history, culture, and/or Jewish heritage — is highly valued
- Humility, humor, and a genuine love for students, with an understanding that meaningful learning comes from learning *with* them, not talking *at* them.
- Salary Range \$43,000 - \$48,000

Please submit your resume including salary requirements to: Employment@TheWeitzman.org