

## Distance Learning Educational Presenter

Working at the National Museum of the Marine Corps

### Job Description

The Distance Learning Educational Presenter will virtually deliver synchronous and asynchronous programming to various audiences nationally and internationally. The Special Assistant will also lead virtual field trips, trunk programs and tours streamed live from the Museum studio and galleries, and play an instrumental role in planning and executing new and engaging educational online programs.

Position is limited to 29 hours per week with a term not to exceed three years. Position requires evening and weekend shifts that vary from week to week.

#### **Duties:**

- Engage virtual visitors in learning through discussion, high quality educational interactions and presentations and gallery interpretation
- Maintain an in-depth knowledge of Distance Learning programs and applications
- Assisting with administrative duties, such as responding to program requests, and maintaining scheduling calendar
- Staying up-to-date with current videoconferencing applications and trends in educational technology
- Assisting in the creation of video content
- Conducting pre-program technology tests with schools and organizations
- Assisting with the preparation of all synchronous and asynchronous distance learning programming
- Researching, recommending, and implementing new video concepts

#### **Qualifications:**

- Excellent oral and written communication skills.
- Ability to engage with children and adults in a friendly, outgoing and professional manner
- Experience utilizing various video conferencing and streaming applications
- Comfortable leading presentations and interacting in a virtual group setting
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Illustrator and Photoshop
- Ability to multi-task and manage time effectively
- Team player
- Attention to detail
- Interest in military and/or American history