

MUSEUM EDUCATION ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: A Museum Education Assistant performs work in support of two major areas: scheduling on-site guided and self-guided group tours (i.e., scheduling school and group tours, getting feedback from teachers, distributing related handouts or educational materials); and planning, coordinating, and implementing museum special events and educational programs, including budgeting and monitoring expenditures (i.e., exhibit opening receptions, arranging for occasional speakers or lecturers, scheduling part-time staff and/or volunteers to monitor museum activities, events, and children's programs). The employee also assists with developing educational materials, and dealing with logistics of exhibits (i.e., labeling, traffic flow, compiling information for docent training, etc.). This class performs related duties as required.

Distinguishing Features: This class is supervised by a Museum Education Curator who reviews work through conferences, meetings, and results achieved. Work is subject to irregular hours (evenings, weekends, and holidays); sometimes on short notice. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in a responsible art, science, and/or education-related capacity including public contact work.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in education or museum related field is preferred. Experience working in a museum and/or special event coordination is highly desirable.

For the i.d.e.a. Museum: Experience in developing and conducting early childhood and elementary school aged programs is preferred. Familiarity with the Arizona State Academic Standards is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, contracted staff, volunteers, teachers, and the general public, to respond to questions, obtain and provide general and specific information about the museum, schedule tours and training, and explain and interpret the rules, regulations, practices and policies of the City, Arts and Culture, Arizona Museum for Natural History and/or the i.d.e.a. Museum. Prepares correspondence, procedures, training and education materials, work orders, purchase orders, Invoice for Payments (IFP's), and reports related to areas of responsibilities.

Manual/Physical: Operates standard office equipment such as personal computers (PC's), printers, copiers, calculators, etc. Enters data into a PC to prepare reports and other documents. Prepares and updates schedules for tours. Monitors and evaluates information and/or feedback from volunteers and instructors to identify problem areas, improve museum programs, and determine compliance with department operating and safety standards, regulations, and procedures.

Mental: Resolves procedural, operational, and other work-related problems. Coordinates work activities and program functions with outside agencies and other City departments. Researches, analyzes, and compiles data for various reports, and to assist in developing educational materials. Comprehends, makes inferences from, and interprets written materials, including: department policies, procedures, standards, correspondence, and tour schedules. Prepares or assists in preparing portions of a budget as it relates to areas of responsibilities. Learns job-related material relating to assigned areas.

Knowledge and Abilities:

Knowledge of:

the methods and practices of developing educational materials for museum programs and events;
the principles and practices used in educational curriculum development; and
the organization, coordination, and implementation of programs and special events.

Ability to:

prepare and compile educational materials and other museum information for groups and organizations;
schedule tours including scheduling prospective volunteer tour guides (docents) for training classes;
work with docents to establish a tour itinerary based on specific group or class educational needs;
implement programs for early childhood, elementary-aged, and high school students;
maintain a calendar of museum events;
work with staff and volunteers to implement programs and special events;
work with educational professionals, (i.e., teachers, university personnel, and youth group activity coordinators) to facilitate use of the Museum as an educational resource; and
work in a variety of weather conditions while assisting with outdoor events.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/pg

CS3751.DOCX (Full-time)

CS3781 (Part-time)

CS4108 (Grant-funded)

EEO-Para

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ART

INCREMENTS 62-200

PAY GRADE: 42

PAY GRADE: 42

PAY GRADE: 42

SECURITY-No

CDL-No

IND-9101

SWORN-No