

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 (example: scheduling school and group tours, getting feedback from teachers, and distributing related handouts or educational materials); and planning, coordinating, and implementing museum special events and educational programs, including budgeting and monitoring expenditures (example: exhibit opening receptions; arranging for occasional speakers or lecturers; and 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 (example: labeling, traffic flow, compiling information for docent training, etc.). This class performs related duties as required.

idea Museum Early Childhood Arts and Literacy Assignment: A Museum Education Assistant in this assignment is responsible for developing and managing engaging programming for children ages zero (0) to four (4), primarily supporting the developmental milestones of our youngest guests. This role designs arts-based literacy programs; manages and delivers daily story times and associated programming; and oversees the selection, ordering, and maintenance of books and literacy materials for the Artville reading area. Additional responsibilities include facilitating drop-in programs that promote creative and sensory exploration; supporting young children to build and create art, based on personal interests and capabilities; developing summer programming and workshops for pre-K students; and creating and implementing programs that serve families with young children. This position also ensures that the idea Museum and Artville programs are welcoming, inclusive, and accessible to our community.

idea Museum Lab Assignment: A Museum Education Assistant in this assignment is responsible for managing and programming the idea Lab and associated programs. This position will design educational opportunities for children and families to engage with maker concepts through art; order and maintain supplies necessary for idea lab programming; facilitate drop-in programming that actively encourages creativity and critical thinking with young children and their families; support young children to build and create art, based on personal interests and capabilities; collaborate with the education team to support visiting school groups and educators in learning art and creativity concepts; utilize, manage, and maintain maker equipment; manage workshops, camps, and classes for young children; and ensure the idea museum and the lab are a welcoming and accessible space for our community.

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

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Considerable (3 - 5 years) experience in an 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, Museum Studies, or related field is preferred. Experience working in a museum and/or special event coordination 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 assists 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 responsibility. 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;
the best practices in Early Childhood Education for children ages zero (0) through eight (8); 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, (example: 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 11/25

AD/js/ah

CS3751.DOCX (Full-time)	PAY GRADE: 45
CS3781 (Part-time)	PAY GRADE: 45
CS4108 (Grant-funded)	PAY GRADE: 45
CS4209 (Part-time, Non-benefitted)	PAY GRADE: 45
EEO-Para	IND-9101
JOB FCTN-ART	SWORN-No
Non-DOT Safety and Security-N	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS-075