

MUSEUM EDUCATION CURATOR

JOB DESCRIPTION

Classification Responsibilities: The Museum Education Curator manages and creates a vision for the Education Section of the Arizona Museum of Natural History. Duties include planning, coordinating and implementing the museum's public education programs for adults and children; and developing and maintaining curriculum based programs, where applicable meeting the requirements of Arizona state educational standards; developing and maintaining an educational philosophy for the museum; and planning and coordinating educational programs to complement the museum's exhibition schedule. The employee also oversees the docent training and volunteer programs and visitors' services; develops and manages the programs in the Desert Discovery Zone, the museum's learning center; organizes and publicizes summer programs; oversees educational programs at the Serrine House, a late 19th century historic house in Mesa. In addition, the Museum Education Curator serves as liaison to the Arizona Museum of Natural History Guild; promotes outreach to Mesa communities; seeks financial and in-kind support for museum educational programs; serves as a member of the museum's senior management team; and performs related duties as required.

Distinguishing Features: The Museum Education Curator supervises part-time staff of the Education Section of the Arizona Museum of Natural History and part-time contracted personnel. The Museum Administrator supervises the Museum Education Curator, and reviews the curator's work through assessment of program goals in relation to performance outputs and outcomes, observation of performance in meetings and other working contexts, through oral and written reports, and according to overall results achieved. This class is FLSA exempt-professional. (Part-time employees in this class are FLSA nonexempt).

QUALIFICATIONS

Minimum Qualification(s) Required. Graduation from an accredited college or university with a Bachelor's Degree in the Natural Sciences, Anthropology, History, Museum Studies, or Education. Considerable (3 - 5 years) experience in museum education.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Graduation from an accredited college or university with a Master's Degree in the Natural Sciences, Anthropology, History, Museum Studies, or Education is strongly preferred, as is experience supervising museum education staff. Knowledge of personal computer software programs including Word and Excel is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with coworkers, management, the media, museum visitors, educators, students, volunteers and the general public in developing, implementing and evaluating museum educational programs, exhibitions, activities, marketing and public relations. Instructs others regarding the cultural and natural history of the Mesa region and in the general operation of the museum. Uses a personal computer to write, and assist in writing reports, educational curriculum, press information and releases, exhibition catalogues, newsletter articles, special mailings, etc., regarding public educational programs and activities including exhibitions and receptions.

Manual/Physical: Monitors the museum and volunteer organization's co-sponsored programs. Works with other volunteer organizations to provide museum control over on-site and off-site educational activities. Operates a personal computer to create educational programs, generate reports, mailing lists, press releases, labels, etc.

Mental: Creates and implements vision for the Education Section. Supervises, assigns, prioritizes and evaluates the work of subordinate personnel. Facilitates professional development of Education Section staff. Manages the section's budget. Develops and implements the educational programs of the Arizona Museum of Natural History. Creates and measures museum educational marketing objectives. Analyses attendance and revenue figures, service level trends, etc., to prepare written reports regarding educational marketing strategies, develop and manage budgets, etc. Develops volunteer educational programs. Plans educational programs, schedules and manages in-house educational marketing efforts to increase public educational awareness. Plans the short and long-term growth of museum educational programs and outreach, through regular meetings with the museum administrator, education section staff, school officials, museum education professionals from other institutions and volunteer organizations. Oversees the museum volunteer programs and re-evaluation of existing museum volunteer committees in cooperation with volunteer organizations. Serves as liaison with the Arizona Museum of Natural History Guild and attends Guild general meetings and board meetings. Seeks outside funding for museum educational programs. As a member of the museum's senior management team, assists in developing and implementing the museum's strategic plan, participates in planning and implementing exhibitions and related educational programming, and works as necessary on museum receptions. Maintains and demonstrates current knowledge in the field of museum education.

Knowledge and Abilities:

Knowledge of:

contemporary museum education theory and practice;
relationships of museum educational programs within the total museum context;
methods and practices used in developing, organizing and publicizing museum educational programs and events;
principles, practices and procedures used in educational curriculum development;
evaluation of museum educational programs;
methods of effective marketing of educational programs;
communications media in the area; and
familiarity with general museum operations, policies and procedures.

Ability to:

exercise initiative and judgment in the improvement, development and implementation of educational museum programs;
supervise the work of others through planning, organizing, instructing and motivating objectively;
resolve procedural problems and questions presented by subordinate level employees and volunteers;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at the same time;
gain cooperation without the benefit of official authority;
present information clearly and in an interesting manner to various audiences, both orally and in writing;
approve press releases and other publicity material distributed to the media by the museum regarding educational programs; and
establish and maintain effective working relationships with coworkers, subordinates, management, museum visitors, build members, the media, contracted and volunteer personnel, and the general public.

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

CS4884.DOCX (Full-time)

PAY GRADE: 50

CS4917 (Part-time)

PAY GRADE: 50

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8868

JOB FCTN-ART

SWORN-No

INCREMENTS 62-200