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JOB DESCRIPTION

Classification Responsibilities: A **Error! Reference source not found.** is responsible for managing and creating a vision for the Education Department of the Arizona Museum for Youth. Duties include planning, coordinating, and implementing the museum's public education programs for adults, children, and families; developing and maintaining curriculum based programs to meet 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 Gallery Educators training, interns, and helps coordinate volunteer programs and visitors' services; develops and manages the programs in ArtVille, the museum's early learning center; works with the Community Art Coordinator to publicize programs; supervises the Education Department, promotes outreach to Mesa communities; oversees financial revenues expenditures 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 Youth Museum Education Curator supervises full-time and part-time staff of the Education Department of the Arizona Museum for Youth, 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.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Art History or Art Education. Considerable (3 - 5 years) experience in museum education.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Art History or Art 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

Communication: Communicates with coworkers, management, museum visitors, educators, students, volunteers, and the general public in developing, implementing and evaluating museum educational programs, exhibitions, activities; works with the Community Arts Coordinator to promote programs relating to exhibits and programming, instructs others regarding art education 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.

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Manual/Physical: Monitors the museum and volunteer organization's co-sponsored programs. Works with the design team to create on-site activities for families and children and to aid in gallery setup and tear down. Operates a personal computer to create educational programs, generate reports, mailing lists, labels, and communicate with the education community. Meets scheduling and attendance requirements.

Mental: Creates and implements vision for the Education Department in tandem with the Youth Museum Administrator. Supervises, assigns, prioritizes and evaluates the work of subordinate personnel. Facilitates professional development of Education Department. Manages the department's budget and conducts analysis of return on investment for all education activities, as well as financial reports as requested by the Youth Museum Administrator. Develops and implements all educational programs of Arizona Museum for Youth. Creates and measures museum educational marketing objectives with the Community Arts Coordinator. Analyses attendance and revenue figures and service level trends to prepare written reports regarding educational marketing strategies, develop and manage budgets. Develops volunteer educational programs with Volunteer Coordinator. Plans the short and long-term growth of museum educational programs and outreach, through regular meetings with the museum administrator, education section staff, other AMY 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. Seeks outside funding for museum educational programs through grants, individual and corporate donors and other projects. As a member of the museum's senior leadership/management team, participates in developing and implementing the museum's strategic plan, resolving challenges, and seizing opportunities. Maintains and demonstrates current knowledge in the field of museum education.

Knowledge /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;
familiarity with general museum operations, policies, and procedures; and
budgets, cost recovery, expenditures and revenue.

Ability to:

exercise initiative and judgment in the improvement, development and implementation of educational museum programs;
supervise the work of other 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;

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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, board 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 6/15

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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ART

INCREMENTS 62-200

PAY GRADE: 49

SECURITY-No

CDL-No

IND-9410

SWORN-No