

MUSEUM EDUCATOR

Definition:

Under general supervision plans and organizes and coordinates a variety of museum-related art activities; provides instruction and direction for activity participants; researches, composes and edits written educational materials for exhibits and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Researches and writes educational materials related to museum exhibits to include docent, teacher and family guidebooks.

Oversees and coordinates the work of staff implementing museum classes and workshops and personally instructs museum education classes/workshops as needed.

Evaluates museum educational programs and makes changes as needed.

Recruits, trains and schedules volunteer docent staff and directs their work.

Develops and schedules museum tours and conducts tours as needed.

Researches and writes labels and text panels for museum exhibits.

Acts as a liaison between the museum and a variety of public agencies, school districts and individual school sites.

Provides staff assistance to the Public Art Committee.

Operates a personal computer and uses applicable software to produce a variety of written material, mailing lists and correspondence.

Represents the museum at various public functions as assigned.

Prepares grant requests for the funding of museum educational programs.

Orders/purchases art and classroom supplies and monitors usage of same.

Visits local schools to teach classes on museum-related topics.

Assists with the installation of exhibits and crates/uncrates a variety of items for display.

Uses a variety of hand and power tools including a screwdriver, hammer and power drill.

Lifts and carries materials and supplies weighing 30 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Museum Educator is a single incumbent class in the Parks and Recreation Department with duties related to the instruction and education of museum activity participants.

Contacts and Relationships:

The Museum Educator establishes and maintains contact with other staff in the Parks and Recreation Department. Substantial contact will occur with museum/program attendees including students, teachers, school administrators and the public. Additional contact will occur with officials/members of art/museum organizations.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

A wide variety of art materials and art projects.

English usage, spelling, grammar and punctuation.

Instructional techniques for children and adults.

Museum education practices.

Telephone and customer service techniques.

Computer applications as they relate to the area assigned.

AND

Ability to:

Plan, organize and implement art activities.

Communicate effectively orally and in writing.

Teach art activities and make presentations.

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

Read and write at the level required for successful job performance.

Use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Maintain records.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree from an accredited college or university with major coursework in Art, Art History, Education or a related field.

AND

Experience:

Two years of performing responsible museum related or instructional duties.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends, holidays and overtime.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Some supervisory or lead experience.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a classroom environment. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, stands, walks and kneels, crouches, twists, climbs steps and inclines, reaches, bends, grasps, pushes, pulls, lifts and carries boxes of materials, supplies and other items weighing 30 pounds or less and uses a variety of hand and power tools. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised July 2006

Revision May 2003 and Title Changed from Museum Education Assistant

Established June 1997 as Museum Education Assistant.