

Curator of Education Parks & Recreation *Shawnee, KS, USA*

Description

This position is responsible for creating, developing, implementing and evaluating indoor and outdoor museum interpretive and educational programs for children, adults, and families. These programs include a daily interpretive program, mission based special events, workshops, classes, school programs, group tours, and outreach programs. The individual in this position will have a good understanding of current trends in museum education, school curriculum, using living history to educate, visitor interests, as well as local and regional resources. As a team member, this position is also responsible for the selection, training, and supervision of volunteers as related to educational and interpretive programs. This position requires exceptional time management and multi tasking skills. General guidance is provided by the Museum Director, however, work is performed independently within guidelines of policies and procedures. The position involves frequent internal and external contacts, which require excellent communication skills. Interaction is direct with customers, the public, teachers and school administrators, Shawnee Town 1929 staff and volunteers, other City of Shawnee staff, and other agencies and museums. ***The hiring salary range for this exempt position is \$51,000 to \$58,000 annually (DOQ). All interested candidates must submit their application, including a resume and cover letter, prior to the application close date of 11/1/2020.***

Position Responsibilities

- Plans, creates and executes new ways to enhance learning through hands-on activities and experiences. Integrates educational content in all mission based museum activities. Creates, manages, delivers and supervises on-site learning. This position will be in the field for program delivery.
- Provides leadership in planning, creating, and executing new ways to enhance and deliver the daily interpretive living history and guided tour programs with a focus on serving under-served audiences through diversity in program offerings resulting in a more diverse visiting public.
- Understands state education curriculum standards and designs and executes programs around them. Assesses learning needs of groups and develops appropriate learning objectives and content with attention to Kansas and Missouri guidelines, and uses a variety of interpretive techniques to deliver programs (living history, virtual learning, object-based inquiry, etc).
- Researches and designs programs of inclusion for people whose stories have not been adequately told.
- Assists museum staff with training of volunteers to deliver interpretive and educational programs.
- Plans and implements other mission based public programming including workshops, classes, programs and events that supports the Museum's mission. Organizes event set-up and take-down, activity schedule, resources needed, and works with staff and volunteers to make the programs happen.

- Works internally within the City of Shawnee and externally with media outlets to publicize educational and mission-based programs. Works with the City's Parks and Recreation staff to coordinate classes and programs for departmental publications.
- Works with Museum Director and other staff to identify program needs and develops annual budget to support education and interpretive programming. Tracks spending and stays within budget parameters.
- Maintains professional contacts with area museum educators and keeps current with museum education practices.
- Understands and can apply methodology and tools related to historic and cultural research. Adapts research findings to public and education programming.
- Serves as a team player to ensure community based events run smoothly. All staff assist with all events. Assists Shawnee Town 1929 staff by performing assigned tasks related to events.
- Identifies and builds relationships with the community, businesses, and individuals for partnering with the Museum for events and programming.
- Identifies opportunities for education-related grant support. In consultation with the Museum Director, prepares applications and directs education-related grant projects.
- Displays familiarity with safety requirements of the job and general work area. Identifies and reports workplace hazards and follows safety procedures.

Minimum Qualifications

- A Bachelor's degree with major course work in History, Education or Museum Studies. Masters degree preferred.
- A minimum of four (4) years experience in museum education, program development and coordination, classroom teaching or other related experience. Living history program experience preferred.

Any combination of education and experience that provides the knowledge, skills and abilities to successfully perform the responsibilities identified in this job posting will also be considered.

Work Schedule

This position generally works Monday through Friday, eight hour days. This position is also required to work occasional evenings and weekends as needed for events and programs.

Disclaimer

The above statements are intended to describe the general nature and level of the work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. The City of Shawnee reserves the right to amend and change responsibilities of job descriptions to meet business and organizational needs as necessary. The job description is not a contract or guarantee of employment.

If reasonable accommodation is necessary to apply or further information is needed, please contact Human Resources, Shawnee City Hall, 11110 Johnson Drive, Shawnee, KS 66203.

EOE M/F.