**Museum Educator**

**National Music Museum, University of South Dakota**

**Vermillion, South Dakota**

**Description:**

The National Music Museum invites applications for the position of Museum Educator. The NMM houses one of the world’s finest and largest collections of musical instruments and related archives and is in the final stages of a reopening project. The Museum Educator fills an important role in the educational work of the NMM. This is a full-time, 12-month, benefits eligible, non-faculty exempt (NFE) position. Occasional evening and weekend work may be required for special projects and events.

**Primary Responsibilities**

**Coordinates the Museum’s educational experiences with K-12 Students**

Empowers learners to make connections with what they see based on mission-centered activities in coordination with curriculum needs of teachers and administrators. Works cooperatively with school districts in the four-state area (SD, NE, IA, MN). Leads groups and coordinates their learning experiences, creates clear and concise interpretive materials, prepares pre- and post-visit materials, thematic/curriculum-based tours and off-site school programs. Coordinates scheduling of education related tours.

**Coordinates the Museum’s educational experiences through special events and programs**  
Continues existing educational programming for the Museum’s varied patrons, i.e. – gallery talks, tours, and special events. Works with the Director and Deputy Directors to develop new programs and outreaches as the Museum reopens.

**Performs Museum outreach activities**

Represents the Museum at civic events in Vermillion, SD and the surrounding areas. This position may also serve on Museum, College, and University committees as requested.

**Assists/Leads Museum-related Ensembles**

The Museum Educator will have the opportunity to lead museum-related ensembles as part of their outreach activities. This will include directing the Margaret Ann Everist Javanese Gamelan and other ensembles as fit the Educator’s skills and background.

**Assists with coordinating the Museum’s volunteer program**

The Museum Educator may be asked to work with the Guest Services Manager in evaluating a restart of the volunteer program.   
  
**Assists Curators with Special Exhibits**

Work with NMM Curators in developing educational themes and materials for special exhibits (once or twice per year), to include on site activities for patrons, curriculum guides, etc. Assists in seeking, writing, and administering grants for educational initiatives.  
  
**Required Qualifications – Experience, Education, Knowledge & Skills**  
Bachelor’s degree in Museum Studies, Education, Music or related fields including three or more years of teaching/facilitated-learning in informal educational settings like a museum, library, or community center, and/or formal classroom teaching, or a combination of both.

**Preferred Qualifications – Experience, Education, Knowledge & Skills**

Master’s degree in one of the above fields

Ability to work with learners of all ages from pre-school to senior citizen

**The successful candidate will also:**  
Demonstrate ability to act and think creatively

Possess genuine enthusiasm for music/musical instruments

Show strong organizational skills  
Be able to work collaboratively as well as independently

Exhibit excellent classroom/group management skills  
Possess a strong attention to detail  
Be able to assess priorities and work well under pressure  
Have the ability to communicate with a diverse groups of NMM stakeholders  
Possess excellent analytical and problem solving skills  
Have a strong commitment to museum ethics and best practices  
  
**Position Special Requirements/Additional Information**  
This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. This position is funded by the University of South Dakota.  
  
**Physical Demands**

Candidates must be able to perform each essential duty satisfactorily as defined through University, Board of Regents, and State Policy.

**Salary**

$45,000 - $50,000, DOE

**Application Details**  
Desired Start Date: September 2023  
Open Date: July 12, 2023  
Applications will be accepted until the position is closed.