

POSITION DESCRIPTION

Class Title: Coordinator of Museum Education
Department: Museums
Date: November 17, 2020
Revised November 29, 2021

GENERAL PURPOSE

This is a full-time position that performs professional, administrative, and technical work in the Department of Museums. This position is responsible for the management and implementation of three areas of the Department of Museums' operations: Heritage Education School programs; design and presentation of educational and interpretative activities; coordination of the Museum volunteer program.

SUPERVISION RECEIVED

Works under the supervision of the Director of Museums. Reports to the Assistant Director of Museums in the absence of Director.

SUPERVISION EXERCISED

Supervises the work of professional education staff, volunteers, and demonstrators who participate in Department of Museum activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan and implement heritage based learning activities supporting the academic requirements and Virginia Standards of Learning for all grade levels for presentation in the schools and on site at the Town of Wytheville Museum facilities.

Work with Director to hire, train, and supervise Museum education staff.

Work as part of Museum team to plan and design interactive educational activities and new interpretive programming for all Department of Museums' facilities.

Design and present interpretive programming in Foodways and Domestic Skills and coordinate presentation of programs in these areas by and volunteers.

Design, coordinate printing, and disseminate the informational brochure of education activities offered for the schools.

Prepare and distribute monthly schedules for education programs and volunteer staff.

Prepare annual budget for school programs and activities. Consult with Museum Director to prepare and present annual funding requests to the Wythe County Board of Supervisors. Collect all monies received from schools for services provided, process deposit records, and deliver deposit to Town Treasurer's office on the day received or next business day. Provide copy of deposit records to Assistant Director when deposits are made.

Collect and enter data, daily, on each school program presented and submit written reports to the Director each quarter, mid-term, and end of the school year.

Work as part of Museum team to plan and implement annual, seasonal, and special events for audiences of all ages

Carry out development and management responsibilities of the Museum volunteer program in coordination with Museum Director.

Establish and maintain operational and funding partnerships with individuals, schools, and organizations to strengthen and expand operational and programmatic capabilities of the Museum department.

Assist in Museum Shop, admissions, tours, and Junior Appalachian Musicians Program as needed.

GENERAL DUTIES

Perform all other duties necessary for the efficient and effective operation of the Department of Museums as assigned.

PERIPHERAL DUTIES

Travel to Museum sites, Town offices, and other businesses as needed.

MINIMUM QUALIFICATIONS

Education & Experience

College degree in Museum Studies, Education, Public History, or related subjects preferred. At least two years of work experience in a museum or historic site environment with advancement in administrative responsibilities preferred but not essential. Experience developing and presenting educational programming for audiences of all ages. Experience managing and supervising professional and volunteer staff and working with volunteer programs. Experience conducting research and developing exhibitions a plus. Experience presenting living history programs in the areas of foodways and domestic skills desirable.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively verbally, in writing, and through digital media with audiences of all ages and learning styles. Skills in utilizing social media and diverse computer programs to create promotional and informational materials. Ability to evaluate the Virginia Standards of Learning and correlate them with the collections of the Museums and the educational needs of school-age audiences. Excellent interpersonal and public speaking skills and the ability to represent the Museums in a professional manner are essential. Must be able to perform successfully both as a member of a team and on an individual basis. Demonstrated ability to establish and

maintain priorities and meet department deadlines on a consistent basis is required. Ability to assist with cleaning, transporting, setting up, and taking down displays and equipment required for educational programs and living history presentations.

SPECIAL REQUIREMENTS

Must be able to work evenings and weekends on occasion and travel to schools throughout the area, as needed.

TOOLS AND EQUIPMENT NEEDED

Personal computer including word processing, telephone, tape recorder, copy and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to walk up and down steps, and occasionally lift and/or move 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference check; criminal background investigation; driving record; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: