



JOB DESCRIPTION

Job Title:	Education Assistant
Department:	Education
Reports To:	Director of Education
FLSA Status:	Non-Exempt, full time
Work Week:	Tuesday - Saturday
Salary Range:	\$27,500 - \$29,000 per year

Summary: In conjunction with the Director of Education, the Education Assistant is responsible for assisting with the development, implementation, management, and evaluation of the museum's educational and interpretive programs.

Essential Duties and Responsibilities

Programming

- Works with Director of Education to develop and implement programming which showcases the museum's core collection and temporary exhibitions;
- Works with Director of Education to develop and implement programming with individuals and groups representing the diverse communities in our area to present cultural traditions, local history and art, and contemporary issues important to those communities and to the larger community as a whole;
- Works with Director of Education in supervising family, music, and other education department programs and events. May teach these programs if appropriate;
- With Director of Education develops and teaches Summer Art Workshop; which may consist of 1 or 2 weeklong sessions for children ages 5 – 11;
- Develops and teaches 2nd Saturdays for Families programs in addition to securing outside arts professionals to teach this program.

Docent Council

- Supports Director of Education to manage Docent Council;
- Coordinates with the Docent Council for the provision of tours and other docent services to children and adults;
- Manages scheduling of docent-led tours and programs by taking reservations, processing tour intake paperwork, preparing tour forms to assign docents, and sending tour confirmation letters to visitors;
- Assists Docent Council and Director of Education to develop and implement new educational programs, assists in coordinating training of docents in all new programs;
- Maintains online calendar of Docent tour and program schedules;
- Works with Director of Education and Art and History Training Coordinators during docent training to prepare curriculum, facilitate classes, and manage course logistics;
- Designs and edits written communication materials, including monthly Docent Council newsletter.

Exhibitions

- Assists Director of Education in design and implementation of educational components: interpretive material, gallery and activity guides, and displays including evaluation of temporary exhibitions;
- Assists Director of Education in assessment of current interpretive materials in core collection, and assists in development as per requirement of new material for displays;
- Administers portions of the annual Robert T. McKee Student Art exhibition; mailing list, guidelines, communication with teachers, administration of awards;
- Assists Director of Education and Curator of Collections in managing the annual Robert T. McKee Student Art Contest, creates certificates and coordinates prizes.

Other Administrative Duties

- Works with Director of Education to set and implement annual and long-term goals and objectives for education department;
- Assists with delivery of evaluation on educational impact of museum exhibitions, programs, and services;
- Coordinates with other museum staff and volunteers in carrying out these duties;

Supervisory Responsibilities: This position supervises volunteers performing duties for the Education Department.

Essential Requirements

Qualifications: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: B.A. in art, art history, history or education required. Internship or actual museum experience desirable. Experience working with the public, particularly volunteers and children in educational-type setting highly desirable, as is some knowledge of art and history relevant to the museum's collection.

Interested candidates should send resume and cover letter to Lindsey Munzel, Director of Education (lmunzel@hagginmuseum.org.) Deadline for submissions is Friday, August 25, 2017. No calls, please.