



Job Description

Job Title:	Education Assistant
Department:	Education
Reports To:	Director of Education
FLSA Status:	Non-Exempt, full time with benefits
Salary Range:	\$27-29,000/year (40 hour work week)

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

Docent Council

- Supports Director of Education in the management of the Docent Council;
- Coordinates with the Docent Council to secure Docents for tours and other docent services for both children and adults;
- Manages scheduling of docent-led tours and programs by handling reservations, processing tour intake paperwork, preparing tour forms for the assignment of docents, and sending tour confirmation letters to those requesting tours;
- Assists Docent Council and Director of Education in the development and implementation of new educational programs, assists in coordinating training of Docents in all new programs;
- Maintains the museum's online calendar of Docent tour and program schedules;
- Analyzes program and tour utilization, attendance, and docent participation;
- Works with Director of Education and Art and History Training Coordinators during docent training to prepare curriculum, facilitate classes, and manage course logistics.

Programming

- Works with Director of Education in the development and implementation of programming that showcases the museum's core collection and temporary exhibitions;
- Works with Director of Education in the development and implementation of 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;

- In conjunction with the Director of Education develops and teaches the museum's annual Summer Art Workshop; consisting of 1 or 2 weeklong sessions for children ages 5 – 11;
- Develops and teaches 2nd Saturdays for Families programs and occasionally in secures outside arts professionals to teach this program.

Exhibitions

- Assists Director of Education in the design and implementation of educational components that complement the museum's temporary exhibitions, e.g., interpretive materials, gallery and activity guides, ancillary displays and evaluations;
- Assists Director of Education in the assessment of current interpretive materials for the museum's core collection, and assists in the development of any necessary new material;
- Administers portions of the annual Robert T. McKee Student Art exhibition; e.g., mailing list, guidelines, communication with teachers, administration of awards;
- Assists Director of Education and Curator of Collections in the management of the annual Robert T. McKee Student Art Contest, creates certificates and coordinates the award of prizes.

Other Administrative Duties

- Works with the Director of Education to set and implement annual and long-term goals and objectives for education department;
- Assists with the evaluation of the educational impact of the museum's exhibitions, programs, and services;
- Coordinates with other museum staff and volunteers in carrying out these duties;
- And other duties as may be assigned

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, education, or related field 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.

Application:

Interested candidates should send a cover letter, resume and professional references to haggineducation@gmail.com or 1201 N. Pershing Avenue, Stockton, CA 95203. No calls, please.