



IMMEDIATE JOB OPENING

Job Title: Education Assistant
Institution: Haggin Museum, Stockton, CA
Reports To: Director of Education
Classification: 40 Hours per week (Tuesday – Saturday) with benefits (Hourly Non-Exempt) full time with benefits
Pay Range: \$19.00-\$20.50/Per hour (40-hour work week), plus employee medical & dental coverage along with up to a 5% 403b retirement match.

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 emails 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 Docent 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 diverse communities by

presenting cultural traditions, history, art, and contemporary issues important to the community;

- 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; a 2 weeklong session for children ages 6 – 12;
- Develops and teaches the "2nd Saturdays for Families" program and occasionally secures outside art professionals to lead a session.

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, Collections Department, and staff in the management of the annual Robert T. McKee Student Art Contest, creates certificates and coordinates the presentation of awards.

Other Administrative Duties

- Works with the Director of Education to implement annual and long-term goals and objectives for the 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 strategic plan goals and edits;
- Other duties 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.

Haggin Museum Job Description

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 an educational-type setting is 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 adminassistant@hagginmuseum.org or 1201 N. Pershing Avenue, Stockton, CA 95203.

No calls, please.

Application Deadline: Saturday, March 15th, 2025