Official Title: Curator/Education & Public Programming    Salary Group: 10    Job Code: 3251

Summary
Function: Responsible for museum education programs, as well as other public programs and assisting with the museum’s daily public service operation.

Scope: Scope includes interaction and cooperation with the Collection Manager, research and program development.

Duties
Essential: Education and Public Programming: Organize and manage a museum education program that includes three primary activities: Saturday at the Museum, After School Art Classes, and a Summer Art School. Provide curriculum development, coordinate instructors and maintain the education room and appropriate supplies. Develop, design and supervise the printing and distribution of a calendar of events and course schedule. Develop a Docent program for volunteers and, with staff, assist in curriculum and docent training. Take primary responsibility for group tours and develop educational and interpretive materials for classrooms. Represent the museum before the public with outreach, civic talks and public programs; assist with reports and grant applications designed to continue and expand educational programs. The Curator of Education is responsible for operating the Museum of the Big Bend on Saturday. This position is Tuesday through Saturday. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision
Received: Reports to Director of Museum.

Given: Supervises student assistants, program instructors and volunteers.

Education
Required: Bachelor's degree in museum science, art, history, education or related field.

Preferred: Master's degree in museum studies, art, history, education or related field.

Experience
Required: Experience in education program development and supervision, good communication and writing skills.

Preferred: One year museum, classroom or relevant work experience.

Equipment/Skills
Required: Good communication and writing skills. Ability to work with people in diverse situations. Good working knowledge of windows based computer programs.

Preferred: Knowledge of young childhood development and program development.

Working Conditions
Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special: Must be able to supervise others and work well with peers. Regular work schedule is Tuesday through Saturday.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Personnel Director.

Date revised: December 2007