

## Education Curator and Volunteer Manager

Tri-Cities Historical Museum

<b>Department:</b>	Education	<b>Classification:</b>	Full Time, Regular
<b>Reports to:</b>	Executive Director	<b>Status:</b>	Exempt
<b>Proposed Salary:</b>	\$42,500-\$47,500 DOQ	<b>Eligible for Benefits:</b>	Yes

### Purpose:

The Education Curator and Volunteer Manager designs, develops, implements promotes, and evaluates K-12 and adult education programs and activities at the Museum and in the classrooms throughout the Tri-Cities. These programs will reflect the most up to date curriculum standards as defined by the State of Michigan and local school district requirements. Success of the museum programs will be defined by the evaluative feedback received from individual teachers, department heads and curriculum supervisors.

This position will create a well-rounded volunteer program that not only serves the museums current needs, but provides a rewarding experience to the museum volunteer. Important aspects are recruitment, orientation, training, scheduling and enrichment.

### Qualifications:

A minimum of a Bachelor's degree in history, education, museum studies or a related discipline, Master's preferred, plus three to five years of museum education and interpretation experience, teaching experience is helpful. Knowledge of museum and general educational programs for children, adults and families required. Ability to coordinate large groups of volunteers for several annual events while utilizing each individual to their fullest potential. Knowledge of Past Perfect database preferred. Ability to organize and manage multiple tasks and meet deadlines. Knowledge and experience in directing, shaping and managing education initiatives. Good communication abilities including written, verbal and presentation skills. An emphasis will be placed on collaboration, communication and teamwork.

### Duties and Responsibilities with time allocation percentage

#### Educational Programming 50%

- Work with staff, volunteers and other partners to develop and deliver high quality and dynamic educational programming.
- Develop and implement educational programming for visitors, families and special interest groups.
- Oversee day to day on-site and outreach program operations.
- Conduct outreach visits to schools and community groups.
- Coordinate and/or lead school tours, adult tours.
- Develop programs, talks, tours and workshops around exhibition themes.
- Recruit and train docents and volunteers for education programs and tours.
- Maintain and distribute education program schedules to all staff.
- Assist with the preparation of promotional materials for museum educational programs.
- Collect, analyze and apply feedback on educational activities provided for museum annual report.
- Work with the Development and Membership Manager on education related grant research and grant writing.

- Identify underserved populations within the Tri-Cities and create programming that addresses their individual needs while highlighting the resources offer at the museum.
- Manage education budget.
- Work with Exhibit Curator and Museum Facilities Manager to develop exhibit text labels, complementary curriculum for exhibits, and associated public programming including an evening lecture series.
- Work with Exhibit Curator and Museum Facilities Manager and the Collection Curator and Off-site Facilities Manager to develop a strong secondary collection for the purposes of “hands on” and other interactive exhibits.
- Coordinate with area schools to establish, enhance and maintain integrated curriculums.
- Develop off-site and on-site educational resources for schools.
- Engage schools and teachers to promote the use of Education department collections to enhance curriculums.
- Develop and enhance internship program and other relationships with area colleges and universities.
- Maintain attendance figures for education tours and programs.
- Direct supervisor of one part time assistant in all manners or HR including interviewing, scheduling, managing, preparing necessary job related documents and day to day tasks.

#### **Volunteer Coordinator 25%**

- Recruit and train new volunteers for use throughout museum in all departments.
- Schedule volunteers for projects and events.
- Enter volunteer data in PastPerfect collections management database and maintain volunteer records.
- Track volunteer hours.
- Plan, coordinate and produce annual Volunteer Appreciation and Recognition Party.
- Act as the Friends Committee Vice-Chair.
- Act as liaison between the Friends Committee ensuring the following of policies as established by the board of directors.
- Oversee Friends Committee run special events (Sidewalk Sales, Holiday Marketplace, Bus Tours, etc.).

#### **General Administration 25%**

- Work under the general supervision of the Museum Executive Director to establish education programs, direction, priorities and budget.
- Serves as a member of the museum’s leadership team and assists in shaping the strategic direction of the museum.
- Assist exhibit and collection departments where necessary, training education docents and interpreters regarding the key content of museum exhibits.
- Create strategies to engage the public and various groups with the educational mission of the museum and effective interaction with the community.
- Represent and promote the museum in the furthering of productive community partnerships.
- Serve on the museum’s Donations Review Committee
- Supervise/oversee education department staff as needed.
- Write quarterly articles for museum newsletter, the *River Winds* and *Grand River Packet*.

- Write articles for *The Grand Haven Tribune* as needed.
- Contribute content to the museums social media accounts.
- Assist with the creation, implementation, strategy, and timeline for marketing, communications, promotion and advertising, including, but not limited to: signage, invitations, rack cards, posters, media, etc.
- Assist with orientation and training for new reception staff and new employees as needed.
- Other duties as assigned by the Museum Executive Director.
- Promote the TCHM to other professional groups within the State of Michigan and the Midwest by active participation in one professional network group such as the Michigan Museums Association, Michigan Historic Preservation Network, Michigan Historical Society, etc.
- Show initiative regarding collaborative work on local history projects with the Loutit District Library, Spring Lake District Library, Kutsche Office of Local History through GVSU, and any other historical and genealogical society within West Michigan.
- Achieve a minimum of 40 hours annually of continuing education hours pertaining to your area(s) of oversight. These 40 hours must be approved prior by the Museum Executive Director and can be achieved through webinars, attending local history roundtables and seminars, attending a number of local, state and regional conferences.

#### **Job Knowledge, Skills, and Abilities**

- Ability to demonstrate and effectively communicate a comprehensive understanding of the Museum's mission and value proposition as it relates to 2019-2024 Strategic Plan.
- Outstanding written and verbal communication, with a proven ability to communicate effectively in public speaking and in interaction with key partners and professional affiliates.
- Ability to adhere to the highest ethical standards.
- Outgoing and optimistic, with exceptional customer service skills and the ability to work with a diverse public and a diverse workforce.
- Creative, collaborative, and strategic, with analytical and problem-solving skills.
- Demonstrated ability to handle multiple projects simultaneously while meeting deadlines, including the ability to prioritize and organize work effectively.
- Ability to maintain comprehensive budgets for area of oversight; able to understand and appropriately forecast both expenses and revenue, with a proven ability to work within a budget given dynamic operating conditions.
- Must be a self-starter and be comfortable working independently.
- Knowledge of museum programs and practices.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Suite.
- Ability to work weekends, holidays, and evenings as necessary.

Please send resume, cover letter and 3 references to Julie Bunke, Museum Director, 200 Washington Avenue, Grand Haven, MI 49417 or email to [jbunke@tchmuseum.org](mailto:jbunke@tchmuseum.org) no later than July 1st, 2019.