

Assistant to the Education Curator and Volunteer Manager

Tri-Cities Historical Museum

Department: Education

Reports to: Education Curator

Pay: \$15.00 per hour

Classification: Part Time, 20 hrs/week

Status: Non-Exempt

Eligible for Benefits: No

Purpose:

The Assistant to the Education Curator and Volunteer Manager will assist with designing, developing, implementing, promoting, and evaluating PreK-12 and adult education programs and activities at the Museum and in the classrooms throughout the Tri-Cities.

Qualifications:

A minimum of a high school diploma, a Bachelor's degree in history, education, museum studies or a related discipline preferred, teaching experience is helpful. Knowledge of museum and general educational programs for children, adults and families preferred. Ability to organize and manage multiple tasks and meet deadlines. 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 90%

- Work with staff, volunteers and other partners to deliver high quality and dynamic educational programming.
- Assist in developing and implementing educational programming for visitors, families and special interest groups.
- Conduct outreach visits to schools and community groups.
- Coordinate and/or lead school tours, adult tours, and community outreach programs.
- Assist with the preparation of promotional materials for museum educational programs.
- Assist in collecting, analyzing and applying feedback on educational activities provided.
- Assist with developing 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.
- Assist in developing off-site and on-site educational resources for schools.
- Engage schools and teachers to promote the use of Education department collections to enhance curriculums.
- Assist in maintaining attendance figures for education tours and programs.
- Must be comfortable speaking in public settings to large numbers of people.

General Administration 10%

- Work under the general supervision of the Education Curator and Volunteer Manager to establish education programs, direction and priorities.
- Assist exhibit and collection departments where necessary, training education docents and interpreters regarding the key content of museum exhibits.
- Assist in creating 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.

- May be asked to write quarterly articles for museum newsletter, the *River Winds* and *Grand River Packet*.
- Contribute content to the museums social media accounts.
- Other duties as assigned by the Education Curator and Volunteer Manager.

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 our current 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 no later than September 16, 2019.