



### **Curator of Education**

Under general direction of the Director, the Curator of Education is responsible for the direction and management of the museum's education department and its visitor services functions.

#### **Program Administration:**

- Directs the development and delivery of educational and visitor services programs and activities.
- Establishes short-term and long-term goals and objectives for the department in consultation with the Director.
- Insures that program research, development, and evaluation are conducted according to nationally accepted standards.
- Develops and monitors the department budget in cooperation with the Finance Officer and with the assistance of education staff.
- Prepares written and verbal reports for the museum's board of directors.

#### **Program Coordination:**

- Oversees and/or coordinates major educational initiatives, especially those involving collaborations with external organizations.
- Forms community programs advisory panels in order to foster communication between the museum and its community. Plans agendas for and runs meetings with these groups to create dialogue and learn more about these audiences' perceptions and uses of the museum. Works with advisory panels to develop and pilot new programs and written resources
- Plans and implements public programs for new and existing audiences to meet departmental objectives and in consultation with a community programs panel and other community stakeholders as appropriate.
- Conducts audience research and evaluates program effectiveness. Maintains and analyzes statistics on program attendance and cost. Writes reports as requested.
- Works with exhibitions staff to develop interpretive programs and resources for exhibitions and prepare exhibition text and publications.
- Serves as education liaison to collections and exhibition committees.
- Manages the recruitment and training of general museum volunteers other than docents.
- Schedules non-docent volunteers for events and programs and serving as an administrator of the on-line volunteer management system

#### **Staff Management:**

- Recruits, trains, supervises, and evaluates the performance of education department and visitor services staff.
- Recruits, trains, supervises, and evaluates the museum's volunteer docents.
- Directs the museum's internship programs.

**Communication and Promotion to Audiences:**

- Insures the effective promotion of all departmental programs by coordinating efforts with marketing staff and Director.
- Maintains a visible presence in the local, state, and national professional community by presenting information about the museum's education programs and establishing communication and exchange with other museums implementing exemplary programs.
- Acts as the department's resource person and spokesperson for both public and staff for art and education related issues, or delegates to appropriate staff person.

Performs other duties as assigned. Weekend and evening hours are required.

**Qualifications:**

- Master's degree in art history, museum studies, or art education
- 3-5 years experience in art museum education
- Excellent writing, speaking, organizational, project management, and interpersonal skills
- Computer literacy, particularly in word processing, desktop publishing, spreadsheet programs
- Must have a valid driver's license and be willing to travel

E.O.E.

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