

POSITION DESCRIPTION

Museum Educator

LAST REVISION: February 2021

SUMMARY DESCRIPTION

Develops and implements educational programs for a variety of audiences in accordance with institutional mission and interpretive goals. Using the McFaddin-Ward Museum collections, develops and prepares Lesson Plans and implements programs that align with the Texas Essential Knowledge and Skills (TEKS) standards; maintains ongoing working relationship with schools and educators, as well as with area cultural institutions. Assists with the training program for museum volunteers.

RESPONSIBILITIES

ADULT EDUCATION: INTERPRETATION & EXHIBITIONS

- Develops and implements complimentary educational components for special exhibits and interpretations.

STUDENT EDUCATION & PROGRAMMING

- Works closely with area schools, both public and private, (including home schoolers) to develop classroom and on-site Lesson Plans and other programming that directly align with the Texas Essential Knowledge and Skills (TEKS) standards, incorporating, where possible, the museum's mission and interpretive goals.
- Assists with and participates in collaborative efforts with other museums and cultural organizations in program development for schools and other audiences.

Plans and coordinates a "Teacher Open House" to introduce area educators to programming and Lesson Plans available through the McFaddin-Ward Museum.
- Develops and implements extra-curricular programs for children, such as after-school and summer day camp programs.

VOLUNTEERS\DOCENT EDUCATION

- Leads and conducts Docent training in conjunction with the Museum Curator, and in coordination with the Director of Public Programming.
- Develops and maintains the Docent Volunteer Training Manual, and Lesson Plans for training sessions.

- Assists the volunteer coordinator in the recruitment, training, and scheduling of volunteers.

PUBLIC AND MEDIA RELATIONS

- Works with other staff in the design and production of printed materials promoting educational programs.
- Works with the public relations coordinator on media promotion and coverage of departmental programs.

PROGRAM EVALUATION

- Develops and implements evaluation techniques for and monitors relative success of educational programs.

ADMINISTRATIVE

- Prepares annual budget recommendations to address the capital and operating needs of the department.

COLLECTIONS

- Responsible for management of the museum's teaching collection according to established policy.

OTHER

- Functions as a member of the exhibit team, developing themes, exhibits, interpretation and promotion of exhibits.
- Serves as a member of the editorial team of the museum's newsletter, contributing articles and other materials as required.
- Performs other duties as assigned by his/her supervisor for the good of the museum.