

## **POSITION DESCRIPTION**

Class Title: Museum Educator  
Department: Museums  
Date: January 18, 2022

### **GENERAL PURPOSE**

This is a full-time position that performs professional, administrative, and technical work in the Department of Museums. Primary responsibilities are to plan and present educational activities for pre-school, primary, and elementary school age audiences and interpretive programming and demonstrations for audiences of all ages on Foodways and Domestic Skills. Shares responsibility for coordination of the Museum volunteer program.

### **SUPERVISION RECEIVED**

Works under the supervision of the Director of Museums. Reports to the Assistant Director of Museums and Senior Museum Educator in the absence of Director.

### **SUPERVISION EXERCISED**

Assists with supervision of volunteers and demonstrators who participate in Department of Museum activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works with Senior Museum Educator as a team to plan and present age appropriate educational activities for school age audiences and families based on the history and material culture of Wythe County and the Appalachian region, and the missions, interpretive themes, and collections of the Town of Wytheville's Museum facilities.

Plans and implements heritage based learning activities that supplement the academic requirements and Virginia Standards of Learning for all grade levels, with emphasis on pre-school through 5<sup>th</sup> grade, for presentation in the classroom and on-site at the Museums.

Responsible for the design and presentation of interpretive programming and demonstrations at the Homestead Museum relating to the topics of Early American Foodways, Domestic Skills, and gardening. Attends professional development workshops to become proficient in these subject areas. Presents live demonstrations of open-hearth cooking and provides opportunities through a network of skilled demonstrators for audiences of all ages to participate in re-creations of early American food preparation and meals, sewing, weaving, spinning, and other 18<sup>th</sup> and 19<sup>th</sup> century skills, trades, and crafts.

Assists Senior Museum Educator and Assistant Director with preparation and dissemination of information on school programs and special events.

Works as member of Museum team to plan and implement special and seasonal educational events and field trips including May Day activities, Public Safety activities, annual Christmas activities, summer camps and other similar activities.

Maintains positive working relationships with Wythe County school administrators and teachers, members of the Wythe County School Board and Board of Supervisors and local civic organizations to promote the Museums' school programs, and exhibitions and foster financial and volunteer support.

Maintains data on the numbers of students served and programs presented and provides regular reports to the Senior Museum Educator and Director.

Participates in the preparation of the annual operating budget for the educational operations of the Department of Museums.

Assists with recruitment, training, and supervision of volunteer staff.

Assists with the presentation of tours and special events and provides coverage for the Museums and gift shop as needed.

### **GENERAL DUTIES**

Performs all other duties necessary for the efficient and effective operation of the Department of Museums as assigned.

### **PERIPHERAL DUTIES**

Travel to county schools, Museum sites, and Town offices as needed.

### **MINIMUM QUALIFICATIONS**

#### **Education & Experience**

College degree in Education, Public History, or related subjects. Extensive experience and demonstrated success teaching in the classroom and developing and presenting a variety of educational activities for young audiences. Experience working and interacting with adults and families in an educational or related setting. Experience working with volunteers a plus but not essential.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Ability to establish and maintain positive working relationships with Wythe County school system and private daycare and pre-school personnel is essential for success in this position. Ability to communicate effectively verbally, in writing, and through digital media with audiences of all ages and learning styles. Interest in and ability to learn about the cultural and material heritage of Wythe County and collections of the Town of Wytheville Museums and Wythe County Historical Society. Ability to present accurate first person demonstrations for living history programs. Ability to correlate Virginia SOL's with collections of the Museums and educational needs of school-age audiences. Excellent interpersonal skills and ability to represent the Museums in a professional manner are essential. Must be able to perform successfully both as member of a team and on an individual basis. Demonstrated ability to establish and maintain priorities and meet department deadlines on a consistent basis required. Ability to assist with cleaning, transporting, setting up, and taking down displays and equipment required for educational programs and living history presentations.

## **SPECIAL REQUIREMENTS**

Must be able to work evenings and weekends on occasion and travel to schools throughout the area, as needed.

## **TOOLS AND EQUIPMENT NEEDED**

Personal computer including word processing, telephone, tape recorder, copy and fax machines.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to grip, handle or feel objects, tools, or controls and to reach with hands and arms.

The employee must be able to walk up and down steps, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference check; criminal background investigation; driving record; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.