

CITY OF ARCADIA
MUSEUM EDUCATION COORDINATOR

DEFINITION

Under supervision of the Museum Curator, to plan and implement interpretive programs for the Arcadia Museum, addressing historic and cultural topics for various audiences with an emphasis on educational services for school children and teachers; and oversee docent, intern and volunteer recruiting, training and scheduling.

SUPERVISION EXERCISED

May exercise supervision over docents, interns, and volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Work with the Curator on direction and priorities for educational programs.

Create public relations information flyers and manage social media platforms, including but not limited to Facebook Twitter, Instagram, and YouTube.

Responsible for educational programming content and promotional materials.

Actively build relationships with teachers and promote the Museum in the community.

Greet Museum visitors and lead tours of the Museum's exhibits for the general public.

Coordinate the supervision, training, evaluation, recruitment, and management of volunteers, interns and docents.

Coordinate with area schools to establish and maintain integrated curriculums.

Plan, organize, supervise and participate in museum programs and educational events for adults and children.

Attend community meetings when necessary.

Serve as school liaison for scheduling and giving tours on site and in-person school visits.

Develop resource materials that support exhibitions and compliment school curricula.

Coordinate outreach programs for schools and retirement homes.

Conduct local history research for programs.

Prepare and maintain records and reports.

May participate on various employee committees.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Museum education principles and methods.

Techniques used in public relations.

Principles and procedures of record keeping.

Modern office practices, methods, and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices used in dealing with the public.

Alphabetical, numerical, and subject matter filing systems.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Microsoft Office, Google Suite, and social media, including but not limited to Facebook, Twitter, Instagram, and YouTube.

Skill to:

Operate modern office equipment including computer equipment, scanner, printer and cameras.

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

Ability to:

Multi-task in an organized manner.

Conduct independent research on historical topics resulting in creation of educational programming.

Create hands-on programming for all ages.

Organize educational speakers and performers for special events.

Work independently, take initiative and work creatively.

Perform responsible and difficult technical and clerical personnel work involving the use of independent judgment with accuracy and speed.

Respond to requests and inquiries for information from the general public regarding general museum information, educational programs, etc.

Interpret and apply pertinent policies, procedures, laws, and regulations.

Prepare and maintain accurate and complete records and reports.

Independently compose correspondence and memoranda.

Collect, compile, and analyze data and information.

Prepare clear and concise reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and sensitively, both orally and in writing, with a diverse audience.

Exercise, maintain, and foster positive and harmonious working relationships with a variety of staff, schools, and the public.

Coordinate, oversee, and train volunteers, interns and docents.

Work collaboratively in a team environment.

Minimum Qualifications:

Experience:

Two years of experience organizing and coordinating museum, educational and interpretive programs.

Training:

Equivalent to the completion of the twelfth grade.

Bachelor's degree in Education or Liberal Arts with education emphasis is desirable.

Early Childhood Education units and Teaching Certificate is desirable.

Knowledge in the field of the history of California and the West is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work a flexible schedule including weekends.

Ability to work in a standard office and museum environment.

Ability to travel to local sites and locations.

Ability to sit, stand, walk, kneel, crouch, stoop, crawl, twist, lift, and carry 30 lbs., push and pull 100-120 lbs.

Effective Date: July 2002

Revised: June 2013; June 2022