

Spec. Code: 4629
Occ. Area: 01
Work Area: 060
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 02/01/10
Last Action: Rev.

MUSEUM INSTRUCTOR/EDUCATOR

Function of job

Employees in positions allocated to this classification develop, direct, and/or conduct a museum's(s') educational programs (such as demonstrations, workshops, and special events) designed to enhance the public's access to and understanding and interpretation of the collections, exhibits, and resources of the museum(s). The programs may be presented in the museum/gallery, in public/private school classrooms, or at other locations. The employees may also schedule and/or lead tours through the museum(s).

Characteristic Duties and Responsibilities

1. teaches school-curricula related programs in the museum(s) and at other locations
2. develops, directs, and/or conducts educational programs (such as demonstrations, films, lectures, special events, and workshops)
 - (a) consults with curators, exhibits designers, and others in order to develop programs
 - (b) prepares materials for participants in educational programs (such as worksheets and informational handouts)
 - (c) supervises the preparation of, or prepares, lesson plans for educational programs
3. schedules tours of and school visits to the museum(s); conducts tours of the museum(s); presents facts and concepts or makes comparisons regarding the museum's exhibits and collections
4. promotes the educational programs of the museum(s) (such as notifying schools and others of the existence of the programs or announcing various events via flyers or news releases)
5. recruits, trains, and evaluates the performance of volunteer or paid tour guides and lower level employees in this series
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Any one or any combination of the following, totaling **three (3) years (36 months)**, from the categories below:
 - a. Work experience in a museum education program

- b. Bachelor's degree in education, museum studies, or closely related field
- 60 semester hours of college course work equals 1 year (12 months)
 - 90 semester hours of college course work equals 2 years (24 months)
 - 120 or Bachelor's degree of college course work equals 3 years (36 months)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the learning characteristics and abilities of the various age groups that make up the museum's audience
2. knowledge of museum education techniques and resources
3. ability to apply teaching techniques and principles
4. ability to adapt teaching techniques and materials to the learning characteristics of the various age groups in the museum's audience
5. ability to apply basic methods and techniques used in educational aspects of museum work
6. ability to speak before large or small groups
7. ability to operate audio-visual equipment
8. ability to communicate effectively orally and in writing
9. ability to memorize information about the museum's collection
10. ability to teach and instruct others
11. ability to acquire knowledge of the museum's collections
12. ability to develop and carry out educational programs
13. ability to supervise others