



MUSEUM DEPARTMENT
JOB DESCRIPTION

MUSEUM SPECIALIST - EDUCATION

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

The Museum Specialist-Education is responsible for the development, implementation, and evaluation of a wide range of educational programs for students, teachers, families, and life-long learners that bring the Museum’s mission and vision to life – while supporting day-to-day operations of the tour program and Museum Store.

The Museum Specialist-Education will coordinate special events for the general public, and will implement educational programming for school groups by designing and leading group visitor experiences — both in-person and virtual — for K-12 students, their chaperones, and their teachers. Responsibilities include event planning and coordination; outreach to schools and teachers; developing and implementing school visits and teacher opportunities; and developing curriculum and participatory programming aligned with the Museum’s exhibitions and initiatives.

EXAMPLES OF WORK PERFORMED:

The essential duties listed below are intended 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.

Section 1. Specific Activities

- 1 Develop, design, implement, and evaluate interdisciplinary, age-appropriate education resources that create connections with the Museum’s permanent collection, exhibitions on view, and classroom materials
- 2 Oversee the school field trip program by designing and leading group visitor experiences both in person and virtual- for K-12 students, their chaperones, and their teachers
 - a. Market school field trips to schools and coordinate bookings
 - b. Conduct outreach to schools and teachers
 - c. Develop and implement school visits and teacher opportunities

- d. Develop curriculum and participatory programming aligned with the museum's initiatives
 - e. Training education staff and volunteers
 - f. Assisting with training visitor services staff and volunteers
- 3 In cooperation with the Museum Director and other Museum staff, oversee the design, production, pricing, marketing, distribution, and delivery of digital education content, including videos and online courses, teaching kits, and other innovative media.
 - 4 Develop curriculum-based content for summer school, school vacation weeks, free family events, and various workshop series.
 - 5 Generate new tour and special event content. Help to implement new events. Manages new and existing special events and programs as assigned.
 - 6 Train visitor services staff and volunteers in collaboration with the Museum Visitor Services Manager. Maintains training materials. Works closely with Museum Director and other staff to ensure training materials are up to date and consistent with interpretive planning, strategic plan, and other relevant Museum initiatives.
 - 7 Perform visitor service tasks as needed, including: coordinating staff, delivering tours or program experiences, performing online and in-person booking of tours and programs, collecting entrance and tour fees, ringing gift store sales.
 - 8 Perform visitor services support tasks as needed, including: opening/closing register, evening reports, attendance reports, etc.
 - 9 As needed adds tour and program registration and marketing content to online ticketing system (FareHarbor), website, and Facebook Events.
 - 10 Seeks guest feedback from a variety of sources, including digital and other surveys. Generates ideas and solutions to improve the guest experience based on responses.
 - 11 Operates and handles all aspects of train amusement ride including daily safety check, taking and returning train from stored location, and driving train with guest passengers.
 - 12 Opens buildings. Locks up and alarms buildings at end of day.
 - 13 Monitors building, mine, and train conditions and security. Conducts or assigns cleaning as needed. Reports facilities maintenance issues to Museum Director.
 - 14 Participates in volunteer workdays performing gardening, cleaning, and other tasks.
 - 15 Performs other duties as requested or as needed.

16 Working weekends, some evenings and holidays is required.

WORK SCHEDULE:

This is a part-time position. Evening and weekend work will be necessary on a regular basis, and some programming work may be required outside of the Museums' normal business hours.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A Bachelor's degree and minimum of 3-5 years of teaching and instructing experience in education; familiarity with Wisconsin K-12 standards and curriculum frameworks; some understanding of history, museums, and/or arts education required.

Knowledge to solve a wide range of intellectual and practical problems; nonverbal symbolism. Arithmetic calculations involving fractions, decimals, and percentages.

Skill in the operation of listed tools and equipment.

Ability to prepare and deliver lectures, interview, advise people, evaluate data; Ability to communicate effectively, verbally or in writing, with visitors for museum tours, general public for inquiries, supplies/vendors for store inventory, community or trade/professional organizations for museum professional growth. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Square cash register, desktop and laptop computers, tablet, security system, telephone, intercom, train amusement ride. Desktop computer (Windows) with Microsoft Office, Adobe Creative Cloud, PastPerfect Museum Software, FareHarbor booking system, tablet, printer/scanner/copy machine, cash register, tablet, car, security system, telephone, uses other tools and equipment as requested or needed.

CONFIDENTIAL DATA:

Confidential data includes personnel, security system and value of artifacts.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee consistently talks; has contact with public. Employee frequently stands; sits; walks; keyboards; hears; uses the telephone; works alone; climbs stairs. Employee occasionally drives motor vehicles; reaches; grasps; holds; uses eye-hand coordination; stoops, kneels, crouches, or crawls; climbs ladders.

Employee must be able to frequently lift up to 10 pounds; occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School diploma or equivalent (Bachelor’s degree with a major in education, museum studies, history, science or related field preferred), and
- 2 Related work experience of 1 to 4 years, or
- 3 Any equivalent combination of education and experience.
- 4 Knowledge of local history, experience with developing and delivering interpretative programs to a broad audience (including youth) and supervisory experience preferred.
- 5 Valid Wisconsin driver’s license.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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.

While performing the duties of this job, employee is occasionally exposed to cleaning solvents, dirt and dampness when working in the mine.

POSITION ACCOUNTABILITY:

REPORTS TO: Museum Director.

SUPERVISION EXERCISED: Museum Specialist – Education is a peer to the Museum Specialist – Visitor Services. Tour Guides, Museum Store Clerks, Visitor Services Supervisors on Duty, report to Museum Specialists. Supervisory responsibilities include instructing, reviewing, allocating

personnel, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending counseling or promotion of employees.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; 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 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 5/8/01

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