

**Maricopa County Historical Society
dba Desert Caballeros Western Museum**

Assistant Director of Education

Exempt (Y/N): N (Part Time)

Supervisor: Director of Education

I. Function of Position

The Assistant Director of Education implements Museum education programs, both in-house and outreach. Assists with development of programs relating to art and history of the American West. Assists with volunteer and docent education training.

II. Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist Director of Education with development of programs for adults and grades K-12 relating to the Museum's mission to inspire audiences about the art, history, and culture of the American West. All youth programs need to be designed to full grade-specific Arizona State Learning Standards. All programs must be free of any religious or political content, in compliance with the Museum's 501(c)(3) designation.
2. Implement existing Museum educational programs under the supervision of the Director of Education, including but not limited to Cowboy Poetry, Art Ranch, Family Fridays, Young Rembrandts, Camp Imagination, Wrangler Artists of the Month, Día de los Muertos ofrenda, and Fiesta de Septiembre.
3. Assist Director of Education with education training for Visitor Services Associates, volunteers, and docents.
4. Assist with the development of new educational programming for school groups and adult audiences.
5. Maintain docent tour schedule and ensure all dates and contacts are included on Museum Master Calendar.
6. Create and maintain education stations and volunteer information notebooks throughout the museum.
7. Assist with Boyd Ranch programming.
8. Assist with creation of educational information for museum website.
9. Provide and present educational component for monthly Volunteer Information Roundup meetings.

10. Assist with outreach programs and public engagement events, focusing on public relations and volunteer recruitment.
11. Assist with exhibition installation as needed.
12. Take photographs of exhibitions, programs, events, activities, and visitors at the Museum to provide adequate images for the Director of Marketing to use on the Museum's social media platforms and other applications.
13. Serve as the primary liaison between the Museum and self-guided tour options. Adjust "bubbles" as necessary, maintain equipment, upload new audio and video clips as necessary, move transmitters as necessary, and assist Deputy Director and Curator and Director of Education with planning for audio tours for new temporary and permanent exhibitions.
14. Responsible for ensuring high standards of professionalism in all areas of responsibility.
15. Responsible for keeping privileged information confidential and representing the Museum in professional circles and before the public in a manner that enhances the prestige and credibility of the Museum.
16. Remain current on museum profession policies, laws, and accepted practices through involvement in professional groups and continuing education.
17. Understand and support the mission and goals of the museum.

III. Position Requirements

A. Education

Bachelors' degree in Education or equivalent degree or experience preferred.

B. Work Experience

1. One to two years previous experience with public educational programming, in person and virtual.
2. Curriculum and program development experience preferred.

C. Knowledge, Skills and Abilities

1. Good interpersonal and communication (verbal and written) skills with expectation of interaction with the general public – children of all ages and adults.

2. Self-directed and motivated.
3. Ability to create age-appropriate learning experiences in the visual arts and history.
4. Knowledge of educational theory, curriculum development, and educational evaluation.
5. Experience with Microsoft Office and virtual platforms.
6. Excellent public speaking skills.
7. Tour guide experience a plus.

D. Certificates, Licenses, Registrations

1. Valid driver's license.
2. Pass a criminal background check.
3. State fingerprint clearance card for youth programs within 90 days of employment.

E. Working Conditions

Office and museum gallery environment; non-standard hours, generally within 8:00 a.m. to 6:00 p.m. Monday through Friday with extended hours and weekends possible. Must be able to walk and stand for up to two hours and have the ability to bend, stoop and reach. The noise level in the work environment is usually low to moderate.