

## **Desert Caballeros Western Museum**

### **Education Manager**

**Full Time (32 Hours)**

**Exempt (Y/N): Y**

**Supervisor: Chief Curator**

**Supervises: Assistant/Youth Education Manager**

#### **I. Function of Position**

The Education Manager is the Museum's educational programming coordinator. They develop and implement Museum education programs, both in-house and outreach. Develops, executes, and evaluates training program for volunteers and docents.

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

1. Develop a variety of educational 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. Lead existing Museum educational programs including but not limited to the Cowboy Poetry, Family Fridays, youth exhibitions, Camp Imagination, Día de los Muertos ofrenda, and Fiesta de Septiembre.
3. Create educational materials and training for volunteers and staff.
4. Work with Chief Curator on Master Docent Program.
5. Create and monitor the budget for education and public programs.
6. Develop new educational programming for school groups and adult audiences.
7. Working with the Museum's exhibition team, develop interpretive themes for exhibitions and tours and produce relevant labeling.
8. Conduct research regarding the permanent collection, changing exhibitions, and educational theory as they relate to the visitor experience for museum patrons.
9. Identify and utilize arts and humanities professionals locally and nationally for education programming.
10. Develop innovative art and history education programs that function as industry models.
11. Maintain meaningful relationships with area schools, teachers, and home school groups, assessing their needs, developing programs and presenting workshops for teachers and administrators, introducing them to ways they can integrate the arts into school curriculum.

12. Develop partnerships that foster arts education with local youth organizations such as after-school programs
13. Partner with Phoenix area university art and history departments to develop collaborative projects.
14. In coordination with the Chief Curator, identify annual and long-range goals for the Museum's education programs based on the Museum's mission, directing effort towards the realization of these goals and monitoring progress on a periodic basis.
15. Coordinate with the Director of Marketing to design and implement a plan to market the educational programs and events of the Museum to schools and the public.
16. Create printed and on-line educational materials including family guides and gallery activities, student visitor handouts, and pre- and post-visit materials for teachers.
17. Assist Development Manager with grant writing and final reports for educational programs.
18. Oversee grant funded education positions and internships
19. Direct the scheduling of public programs at the Museum.
20. Maintain Education and Curatorial Calendar for year.
21. Coordinate with Chief Curator to create audio and digital tours for Cuseum.
22. Assist Chief Curator with administrative tasks, including but not limited to communication with Cowgirl Up! artists
23. Responsible for ensuring high standards of professionalism in all areas of responsibility.
24. 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.
25. Remain current on museum profession policies, laws, and accepted practices through involvement in professional groups and continuing education.
26. Understand and support the mission and goals of the museum.

### **III. Position Requirements**

#### **A. Education**

Bachelors' degree in Education or equivalent degree or experience.

#### **B. Work Experience**

1. Two years previous experience working with public educational programming, in person and virtual.
2. Two years curriculum and program development experience

### **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 understand the educational field and curriculum-specific information.
4. Ability to create age-appropriate learning experiences in the visual arts and history.
5. Knowledge of educational theory, curriculum development, and educational evaluation.
6. Experience with Microsoft Office and virtual platforms.
7. Excellent public speaking skills required.

### **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. Must be able to lift 50 pounds.