MUESUM EDUCATOR

POSITION SUMMARY

This position will carry out the Museum's educational responsibilities, which will entail creating, developing and implementing educational programming that incorporates the areas of formal learning, outreach and continuing education with a focus on making learning enjoyable, accessible and interesting for the full range of Museum visitors. A fresh, energetic and fun approach is to be taken to educate the public in a way that allows them to intellectually and emotionally connect with the subject matter.

RESPONSIBILITIES

Essential Duties:

- Responsible for developing and managing all aspects of education and outreach, including social media.
- Will Identify and cultivate community organizations for partnership or participation at the Dickinson Museum Center to bring a more diverse population to the museum, and bring Museum programs into the community.
- Assist in managing the paleontological collections, including the education collection.
- Responsible for the creation and implementation of a formal education program for schools which will compliment school curriculum (all ages), support state/national educational standards, engage students, and fulfill teacher needs.
- Assist schools in planning, coordinating, and managing field trips to the Museum. Includes making reservations, providing orientation material, giving a tour, and following up with teachers before and after visits.
- Make personal contacts and actively develop teacher relationships and promote the Museum.
- Develops informal programming for all levels of learning.
- Develops outreach programs that build a strong presence and brand for the Museum both in the local community and nationally.
- Work with the Museum Director and Curator(s) to develop grants.
- Assist with recruiting and leading volunteers.
- Works with Museum Director to market Museum programming.
- Develops articles, images and other media for website, social media etc.
- Maintains inventory of supplies for educational programs.
- Works with the Curator(s) to develop interactive educational displays utilizing existing collection or donated/loaned items.
- Oversees approved scout and/or community service projects on Museum campus.
- Participates in external community events to promote Museum programs.
- Prepares periodic reports analyzing and summarizing program attendance, successes, challenges and other relevant information.
- Assists in maintaining the paleontological collections, including the education and research collection

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- Collections duties include specimen identification, appropriate storage and labelling, database entry, specimen documentation.
- Other duties as assigned.

Knowledge, Skills, And Abilities (position requirements at entry):

- Museum educational program planning procedures and techniques.
- Museum collections management procedures.
- Digital Photography, video, and media skills.
- Written and verbal communication skills, including public speaking.
- Computer skills including Microsoft Office, familiarity with database programs.
- Ability to be a self-starter, exhibits positive image and outlook when interacting with the public and coworkers
- Demonstrable paleontological knowledge and willingness for continuous scientific learning.
- A demonstrable interest in museums' role in society.

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Refers unusual problems to supervisor.
- Occasional independent judgment is required to complete work assignments.
- Makes recommendations to procedures, policies, and practices.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May be assigned as lead worker over seasonal staff, volunteers.
- May assist with training of other staff members.

Relation to Others:

- Position requires regular contact with the public and employees and must be able to communicate effectively.
- Communications may be one-on-one and small groups of people.

SKILLS

Education and Experience (position requirements at entry):

- Bachelor's Degree in Biology, Geology, or related field and up to three years experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

Working Environment:

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Positions in this class typically require: climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION: Grade 13 (G-13) **FLSA:** Non-Exempt
Created and updated to new format: 10/20/14 **Updated:** 5/17/16
Approved by CSC: 10/22/14; 5/31/2016 **Approved by City Commission:** 11/03/14
Updated: 3/25/2021 by Director Fuhrman, HR Coordinator Nameniuk, changed from Museum Education Coordinator to Museum Educator. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.