



## MUSEUMS OF WESTERN COLORADO

### Educator B

**Division/Department:** Education

**Reporting Relationship:** Executive Director

**Exemption Status:** Non-Exempt Full-time

**Positions Supervised:** Docents, Interns, and Volunteers

**Starting Pay:** \$32,000 - \$36,000/year (\$15.38 - \$17.31/hour)

*This recruitment is open until filled.*

*The hiring manager reserves the right to make a hiring decision at any time.*

*It is in your best interest to apply as early as possible.*

*Please submit your application by December 23, 2021, for priority consideration.*

**Position Overview:** The Educator will primarily develop and implement the MWC's educational mission and vision. In so doing, the Educator will develop, implement, and supervise the museum's educational programs and curate educational material, based on the mission of the museum, with the goal of enhancing public access to and understanding of the collections, exhibitions, and resources. This position will work significantly in conjunction with curators, the local school district, and other community partners.

The Educator will provide a broad spectrum of learning experiences for the museum's diverse public.

#### **Examples of Duties:**

- Work with other museum staff, regional institutions, and partner organizations to develop, implement, and evaluate innovative educational programs, including workshops and special events, aimed at engaging audiences of all ages.
- Develop and implement programs targeted at school audiences (1/3), family audiences (1/3), and adult audiences (1/3).
- In collaboration with other museum staff, develop and implement new strategic community engagement and education programs.
- In coordination with the Director of Marketing & Outreach, represent the Museum as needed in a variety of mediums, including social media, print, photography and video, in materials produced by both the museum and by journalists sharing the story of the museum's work.
- Assist with coordinating educational components of community events and festivals.
- Work with volunteer coordinator on volunteer docent program complete with recruitment, training, and ongoing supervision.
- Develop, update, and maintain educational materials including exhibition guides, related teacher curriculum material, etc.

- Work with MWC staff to incorporate engaging, hands-on, educational experiences into exhibits.
- Work collaboratively with museum staff to support the museum's mission, initiatives, and goals.
- Develop and deliver online educational resources and programs.
- Schedule tours of the MWC facilities for school groups and other interested parties
- Keep abreast of current educational research and best practices as related to the position.
- Lead educational programming both on site and in area schools.
- Maintain knowledge of federal and state academic standards.
- Research, plan, implement, update and maintain educational outreach kits that are to be used predominately in the area schools.
- Curate educational materials, curricula, kits, and teaching collections to further the educational goals of the museum.
- Offer professional development lectures, training, and workshops for teachers.
- Other duties as assigned

**Schedule:** The position will mostly work Monday – Friday, 9am – 5pm, but requires some evenings and weekends, working inside and outside. It will be based principally out of the Museum of the West, although the job will frequently require presence at other museum sites.

**Education and Specialized Skills Required:** The Educator position requires a bachelor's degree in a field related to the museum's collection or education, and two years of related experience. Excellent communication skills are essential to the position. The museum understands that experience appropriate to this role may come in different ways, however, and encourage those who feel they have what it takes to thrive in this role to apply.

**Working Conditions:** Work areas are principally inside, in a climate-controlled environment with moderate background noise. Work is also performed outdoors, in variable weather. Shift times may vary to meet museum requirements to staff the facilities. Work may require long periods of sustained standing, and the ability to occasionally lift and carry up to 50 pounds.

**Background Check Notice:** Prior to hiring, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.

**To apply:** Send cover letter, resume, and names and contact information for 3 professional references to kmichaelis AT westcomuseum.org