

HIGH DESERT MUSEUM

Position Title:

Curator of Education – Living History

Job Summary;

The Living History Program Manager is responsible for performing the management and coordinating functions of the Museum's Living History interpretive programs, developing, planning, and providing interpretive presentations and assisting in the development of new Interpretive content, exhibits, and programs.

Responsibilities and Tasks

1. Lead Living History interpretive presentations in a variety of settings, including classes, formal talks, demonstrations, station interpretation, tours, special events, museum festivals, offsite events, and exhibit driven activities.
2. Supervise, train, evaluate and assist staff and volunteers in giving Living History interpretive presentations to a variety of audiences.
3. Responsible for researching, planning, developing and implementing of Living History interpretive programs serving as content expert for the program.
4. Manages the delivery and daily operation of specific Living History interpretive programs with Volunteer Team Leaders including scheduling, signage, props and set-up required.
5. Evaluates, revises and implements interpretive policies and programs.
6. Works with Curator of Western History as content experts for future Living History environments with exhibits, Interpretation, and Wildlife.
7. Provides basic first aid for Museum visitors.
8. Complies with all Museum policies, procedures, and safety regulations.
9. Performs other tasks and duties as assigned.

Responsibilities - X% of time

- Leading Living History Programs 25%
- Supervise, manage and train volunteers and staff 40%
- Program Research, Revision and Planning 15%
- Exhibit Planning and Content expertise 10%
- Props and Wardrobe advisory and fabrication 10%

Qualifications

- Degree in US History required (Westward Expansion focus preferred.)
- Demonstrated skill and experience in managing of both staff and volunteers.
- Excellent oral and written communication skills.
- Budget building and management skills.
- Experience in an informal education setting as a lead interpreter.
- Knowledge of authentic skills and life ways of the 19th century.
- Ability to gain First Aid and CPR certification required.
- Must be able to work flexible hours, including weekend day(s) and some evenings.

Preferred Experience

- NAI certification preferred with basic interpretive techniques.
- Experience writing for interpretation
- Knowledge of authentic material culture including: costumes, props and artifacts of the 19th century.
- Research and design program environments and settings.