

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Bonnie Lee and Oliver P. Steele III Curator of Education & Engagement	REPORTS TO:	Executive Director
DEPARTMENT:	Education & Engagement	SUPERVISES:	Senior Museum Educator, Associate Curator of Visitor & Volunteer Engagement, Associate Curator of Living History, Associate Curator of STEM Education, Community Engagement Coordinator, Public Programs Coordinator
CLASSIFICATION:	Full Time, Salary Exempt	SALARY RANGE:	\$75,000+ DOE

JOB SUMMARY

The Bonnie Lee and Oliver P. Steele III Curator of Education & Engagement provides leadership, guidance, and oversight of the Museum’s education initiatives for people of all ages. The Curator of Education & Engagement ensures delivery of relevant, engaging, inquiry-based, diverse, and inclusive mission-based experiences, digital offerings, and other educational programs at the Museum, in the community and beyond.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

25%	Leadership • <i>Co-creates and executes a short-term and long-term strategic vision for the Education & Engagement department.</i> • <i>Co-creates, executes, manages, and evaluates educational programs and initiatives—in the community, at the Museum and on-line—encouraging new, diverse, multi-generational and broad audiences, strengthening participation, and fostering active learning in the community, region and beyond.</i> • <i>Provides thought leadership in object- and inquiry-based pedagogy and programming.</i> • <i>Collaborates with Museum staff on maintaining Association of Zoos and Aquariums and American Alliance of Museums accreditation standards.</i> • <i>Recruits, trains, mentors, and supervises staff, paid interns, and volunteers.</i> • <i>In coordination with the Communications Team, represents 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.</i> • <i>Embraces, supports, and helps implement the Museum’s continued learning and commitment to justice, diversity, equity, accessibility, and inclusion.</i> • <i>Creates, tracks, and manages departmental budget and expenses.</i> • <i>Performs other related duties as necessary or assigned.</i>
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14%	Community Engagement • <i>In collaboration with Museum staff, expands and enriches relationships in the community and across the region, co-creating and co-implementing new models of participation and programming to extend our reach and deepen our impact.</i> • <i>Work with Community Engagement Coordinator to develop, maintain, and strengthen relationships with partner organizations in the community through programming and initiatives.</i> • <i>Understands the needs of the communities served by the Museum focusing on core and key audiences and develop specific strategies and programs to meet defined needs, objectives and priorities.</i> • <i>Maintains a visible presence in the local, state, and national professional community by presenting information about the work of the Education & Engagement Department.</i>
14%	Interpretation • <i>As a key member of the Exhibitions Team, play an active role in embedding learning theory into the development and implementation of exhibits and creating innovative and engaging exhibition techniques for diverse audiences with a focus on identified core and key audiences.</i> • <i>Collaborates with other Curators to provide direction and support to the Museum's interpretation program, including refining interpretive goals and developing a variety of interpretive techniques and approaches to engage and inform visitors.</i> • <i>Ensures interpretation embodies the Museum's mission and strategic plan, aligning with the Museum's interpretive framework, conservation priorities, and the principles outlined in the Certified Interpretive Guide program as well as welcome all audiences by honoring their many cultures, abilities, backgrounds and lived experiences.</i> • <i>Provides training, support and coaching to Museum staff, paid interns, and volunteers and supports the Associate Curator of Visitors and Volunteer Engagement in this role.</i>
14%	School Programs • <i>Establishes, maintains/or and strengthens strategic partnerships with PreK-12 schools, colleges, and universities throughout the region to advance the Museum's mission and strategic plan.</i> • <i>Supports Associate Curator of STEM Education, Senior Museum Educator, and Community Outreach Coordinator in planning and delivering high quality experiences for children and students in the region either on- or off-site.</i> • <i>Oversees the development, implementation, and evaluation of standards-based educational multidisciplinary programs, both in person and in community, related to the Museum's mission, exhibitions, and collections.</i> • <i>Leads education workshops and programs for educators in collaboration with Museum staff and partner organizations.</i> • <i>Manages school related programs including Kids Curate, Oregon Encounters, and other festivals and initiatives.</i>
14%	Public Programs • <i>Oversees the development, execution and evaluation of innovative multidisciplinary mission-based programs aimed at engaging core and key audiences of all ages to develop lifelong relationships with the Museum.</i> • <i>Collaborates with Curators and community partners to develop public programs in connection with the Museum's permanent and changing exhibitions, permanent collections, strategic plan, and interpretive framework.</i>

	Supports the Public Programs Coordinator in planning and evaluating the Museum's programmatic offerings to best serve the identified audiences.
14%	Living History - Oversees the development, execution and evaluation of living history programming focused on telling the diverse histories of the High Desert in alignment with the Museum's interpretive framework. - Works collaboratively with Curators to guide living history interpretation to highlight historical and cultural topics relevant to core and key audiences. - Supports the Associate Curator of Living History in managing the budgets, programs and staffing for the living history program.
5%	Additional Duties - Contribute to and support the Museum's accreditation process - Assist with museum-wide events, such as Free Days, fundraising gala, etc. - Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	A bachelor's degree in education, interpretation, science communication, public history, anthropology, or related field. Graduate degree in related field preferred.
EXPERIENCE	- Prior experience working on exhibits preferred. - Prior experience working in a formal or informal educational setting preferred. - Experience at an American Alliance of Museums or Association of Zoos and Aquariums accredited institutions preferred. - Experience with evaluation. - Experience in creating, tracking, and managing budgets.
SKILLS/ ABILITIES	- Excellent verbal and written communication skills. - Proficient in Microsoft Office Suite or related software. - Organized with attention to detail. - Excellent managerial skills. - Thorough understanding of curation policies and procedures. - Basic understanding of public relations and marketing principles and processes. - Ability to conduct lectures that interest museum visitors. - Ability to set and track progress toward short and long-term goals. - Spanish language proficient preferred.
PHYSICAL ELEMENTS	- This position involves a combination of seated or standing desk work. - This position requires some evenings and weekends, working inside and outside.
EQUIPMENT USE	Frequent computer and phone use.

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.