JOB DESCRIPTION
MUSEUM EDUCATOR
Museums

GENERAL STATEMENT OF JOB

Under general supervision, this position, aids with the development and presentation of various educational programs, and assists with scheduling, planning, and implementation of programs to maintain and expand the mission of the Museums. Reports to the Education Coordinator.

ESSENTIAL JOB FUNCTIONS

Develops, implements and evaluates on-site and outreach educational programs and materials; assists with program research, helps with program logistics and provides orientations to groups; attends, represents, and promotes the Museum at various workshops, conferences, and regional education groups.

Responsible for working as a team member in the development, coordination, implementation and evaluation of special programs designed to increase museum patronage; develops and provides guided tours at the Museum; assists with training staff to conduct programs at the Museums; develops and presents outreach programs; and maintains a safe environment for participants at all times.

Designs, conducts and analyzes surveys; purchases and maintains supplies and equipment; maintains educational calendars, program files and records; accurately records all program registrations, and sends confirmation letters; assists with the day-to-day requirements of the Planetarium; responds to inquiries concerning programs and special event preparation; provides floor assistance; and works in the special events room as necessary.

Performs other duties as assigned.

EDUCATION & EXPERIENCE

Requires a Bachelor’s Degree in Science, Art, History, Elementary Education, Museum Education, or a related field, and 2 - 4 years of experience teaching in a museum setting, or a related field. Must have strong knowledge of Museum Education theory and practice and excellent oral, written communication skills; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

Must be able to work a schedule that includes weekends, holidays, and nights.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a computer, calculator, typewriter, etc. Must be able to walk or stand for extended periods of time. Must be able to
Museum Educator

operate a variety of visual and audio aids and hand tools. Must be able to exert up to 30 pounds of force occasionally to lift, carry, push, and pull or otherwise move objects. Physical demands are for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from other museum personnel.

**Language Ability:** Requires the ability to read orientation manuals, reference books, teaching guides, schedules, policy manuals etc. Requires the ability to prepare time sheets, attendance reports, correspondence, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others, especially children.

**Intelligence:** Requires the ability to apply principles of rational thinking to define problems and to deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety to a wide variety of young patrons. Must be able to communicate using professional languages including educational and museum studies.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, hand tools etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The work environment is not normally stressful. However, the employee must be adaptable to performing under stress when confronted with a diverse group of highly active children.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

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**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has general knowledge of the policies and procedures of the Department of Museums. Has knowledge on how the exhibits function and is able to interpret the exhibits to the visitors. Is skilled in a wide variety of educational learning techniques. Is able to establish and maintain control of a large group. Is able to communicate effectively both orally and written. Is able to exercise independent judgment, discretion and initiative. Is able to exercise tact and courtesy with the visitors and other employees. Is able to establish and maintain effective working relations. Is knowledgeable of the other museums, attractions, hotels and restaurants in Portsmouth as well as events.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under “Essential Job Functions.”
Museum Educator

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed procedures.

**Attendance:** Attends work regularly and adheres to city policies and procedures regarding absences and tardiness. Provides adequate notice to supervisor with respect to time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and recommends solutions. Implements decisions in accordance with prescribed and effective policies and procedures with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction. Ensures understanding of instruction and direction. Asks for clarification if necessary.

**Relationships with Others:** Shares knowledge with others. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with employees in all city departments. Tactfully and effectively handles requests, suggestions and complaints from in order to maintain goodwill within the city. Emphasizes the importance of maintaining a positive image within the city. Interacts effectively with fellow employees, supervisors, vendors and visitors.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends meetings on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings and deadlines.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.