



JOB DESCRIPTION

Curator of Education and Exhibits

DEFINITION:

Under general supervision of the Museum Director, the Curator of Education and Exhibits will organize and produce varied Museum educational opportunities and resources, plan and implement Museum exhibitions, undertake relevant research and generate related interpretive materials, and build constructive partnerships on behalf of the Museum.

EXAMPLES OF DUTIES:

(All essential duties that take a major portion of time)

- Conceptualize, develop, schedule, plan, design and install short and long-term exhibitions
- Work with artists, collectors and other institutions in the loan of objects for long-term and exhibit-related purposes, including preparation of contracts and exhibit inventories, preparing loan forms, arranging necessary transportation, condition reporting, and meeting insurance requirements
- Assist institutions and individuals with information and research requests
- Protect and preserve artifacts in the Museum collections and loaned items against damage in accordance with professional standards and practices
- Maintain records relating to Museum's exhibitions, artifacts in collections, loans and areas of research
- Work collaboratively with other Museum staff and oversee Museum volunteers to ensure that the Museum's objectives are met
- Assist in the daily operations of the Museum, Sun House, and the Wild Gardens
- Develop and create interpretive materials and programs and conduct educational tours for the public
- Maintain active relationships with community members, lenders, scholars, donors, artists, collectors and professional colleagues
- Enhance community awareness of and engagement with the Museum through publicity and outreach efforts
- Train volunteers to conduct engaging and informative educational programs for a variety of audiences
- Evaluate the effectiveness of the Museum's educational efforts
- Other job related duties as assigned

KNOWLEDGE OF:

- Accepted museum acquisition, accession, and loan procedures
- Design principles and techniques
- Exhibit installation practices
- Standard artifact preservation and protection techniques
- Computer database, word-processing, graphic design and social media applications
- Art handling and packing techniques
- Educational learning theories and cognitive development
- A broad range of educational tools and methods

ABILITY TO:

- Communicate effectively both orally and in writing
- Think creatively
- Establish and maintain an effective working relationship with staff and the public
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards
- Maintain accurate records
- Set priorities and meet critical time deadlines
- Engage in rigorous scholarly and genealogical research
- Work flexible hours
- Lift 30 pounds
- Climb ladders

EXPERIENCE AND EDUCATION:

- The equivalent of a Bachelor's Degree in art history, anthropology, museum studies, history, Native American studies, education, art, or a related field
- A Master's Degree in a related field is desirable.
- Three years of work experience in creating museum exhibits and associated education programs.
- Knowledge of early California art, and/or central California Indian history and culture, and/or Native American art, and/or early California history, and/or plants that are indigenous to central and northern California and their uses.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Class C California driver's license.