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### **Curator of Education & Public Programs**

- Term:** Full Time. Exempt position. Employment may be terminated or extended at the will of the Pratt Museum.
- Schedule:** Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. As needed with weekends included.
- Wage:** \$40,000 - \$60,000
- Benefits:** As determined by Pratt Museum Personnel Policy, including paid time off, Health Insurance, and matching contribution, up to 3% in an IRA.
- Reports to:** Executive Director
- Supervises:** Interns and volunteers
- Employer:** The Pratt Museum will contribute to the State Unemployment fund for the employee and will provide Worker's Compensation to cover the employee in case of a work-related injury.

**Position Overview:** Plan, and supervise a range of programs and co-curricular opportunities that enrich and expand the educational mission of Pratt Museum. The position plays a key role through creative engagement with our diverse constituent communities, on-campus and beyond, through innovative programming.

### **Essential Job Functions**

- Plans education programs with the goal of encouraging lifelong learning and exploration of the Kachemak Bay region among participants of all ages. Activities may encompass:
  - Interpretive tours with the public
  - School group visits with directed or self-guided activities
  - Offsite programs such as classroom visits and senior center presentations
  - Educational programs for underserved families with young children
  - Traveling education kits and printed materials such as gallery guides
  - Summer visitor programs and high school or college internships
  - Docent training program, special events, lectures, workshops
- Works as part of the program team along with the Curator of Exhibits and





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- Collections, contribute interpretive strategies.
- Plans and participates in outreach events in the community and schools
- Ensures ongoing evaluation for education programs; tracks and reports education program statistics.
- Collaborates with Museum partners in the development and delivery of cooperative educational programs.
- Contributes to writing and managing grants designated to education and public programs.
- Leads regular tours and coordinated Tour Guide Program.
- Works with staff and volunteers to accomplish the mission of the Museum.
- Other duties as assigned.

**Education:** Master's degree in Museum Studies/Education.

**Substitutions-** The following combination of education and experience may substitute for the required master's degree in Museum Studies/Education:

Master's degree in Art History, Humanities, Archeology, Anthropology, Education or equivalent field as determined by the Museum Director AND one (1) year of experience working in museums.

**OR**

Bachelor's degree from an accredited college including some coursework in museology; art, anthropology, education, archaeology, history, or a closely related field, AND two (2) years of experience working in a museum.

**Job Requirements:**

- Experience in planning and delivering education programs for all age groups.
- Experience working with Alaska Native communities and cultural information – willingness to learn more and work with Alaska Native culture-bearers.
- Knowledge of the objectives, curricula, and operation of local area school systems and other educational institutions
- Grant writing skills preferred
- Ability to work effectively with the public and be responsive to changing needs of the community.
- Excellent verbal and written communication skills.
- High degree of organizational skills and the ability to handle multiple projects in





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- various stages of development.
- Demonstrated ability to proactively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines.
  - Sufficient flexibility

