

Approved St CS 11/2/83
Amended OCS 6/16/06
Amended OCS 9/9/10

MUSEUM EDUCATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for developing interpretive and educational programs on the art and historical collection at the Frederic Remington Art Museum. The incumbent conducts research in preparing interpretive material and provides instruction to the general public on the nature and significance of museum collections. The work is performed under the general supervision of the Executive Director of the Museum. Supervision is exercised over the work of other staff or volunteers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Develops interpretive programs and materials to describe museum collections;

Engages in ongoing research to be applied to the development of exhibits and interpretive and instructional materials;

Supervises, trains and schedules volunteer staff in research work and the implementation of interpretive programs;

Oversees and participates in the conducting of museum tours;

Plans and prepares educational programs for the general public including tour programs, slide shows, lectures and outreach educational materials;

Assists in the research of and content creation for grant application and other fundraising initiatives.

Gives lectures and film and slide presentations on museum collections;

Coordinates all functions of special museum public events.

Assists in the design and installation of exhibits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of museum science as it relates to interpretation of art collections; good knowledge of the principles, practices and techniques of art history research; ability to prepare oral and visual presentations and descriptive materials; ability to speak effectively before groups of various sizes; ability to deal courteously with the public and maintain cooperative relationships with others; ability to write clearly and concisely; ability to oversee and instruct volunteers; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in history, museum studies, art, art history, philosophy or a closely related field.