



Museum Educator

Position Summary:

The Museum Educator supports the work of the Erie Canal Museum's mission to provide engaging educational experiences that champion an appreciation and understanding of the Erie Canal's transforming effects on the past, present and future. This new position will take over the management of our current regular programs and be challenged to think creatively to develop new programs that explore the Museum's collections and exhibitions through interdisciplinary connections and contemporary viewpoint. The goal with new programs is to drive attendance, strengthen visitor experience, and deepen connections to the varied communities of Central New York.

The regular schedule for the Museum Educator will be Tuesday – Saturday from 9AM – 5PM, but the schedule may change week by week based upon the program calendar. The Museum Educator reports to the Executive Director, and works collaboratively with the Curator of Collections & Exhibitions, the Director of Communications & Outreach, and the Operations Manager. This position is currently funded by the John Ben Snow Foundation and the Central New York Community Foundation for two years with plans to make it a permanent position if funding becomes available. The salary for this position is \$32,000 with health and dental insurance, and retirement matching available.

Responsibilities:

- Create long-range vision, general operating plans, and annual goals, objectives, and priorities for education and engagement;
- Lead the development, implementation, and evaluation of creative engagement, education, and learning opportunities for all ages;
- Collaborate with Curator of Collections & Exhibitions to develop programmatic offerings and educational materials utilizing temporary and permanent exhibitions and the Museum's collection;
- Establish and maintain partnerships with key regional educational and non-profit institutions to develop dynamic collaborations, interdisciplinary approaches, and expanded audiences;
- Oversee the Museum docent program, including recruiting new docents and conducting trainings;
- Develop and maintain the Museum's educator/school and tour operator contact list and work with the Director of Communications & Outreach to utilize the list to promote Museum offerings and increase visitation;
- Coordinate with the Director of Communications & Outreach to analyze target audiences, develop appropriate outreach strategies, ensure effective promotion of all programs, and measure outcomes;
- Manage the Teacher Advisory Committee to shape robust educational program schedule, create educational materials and determine the best medium to deliver promotional content for programs;
- Serve as a staff liaison, along with the Director of Communications & Outreach, on the Program & Outreach committee;
- Work collaboratively with staff across the Museum to ensure an exemplary visitor program experience;
- Prepare and oversee budget for areas of responsibility, including applying for and managing grants;
- Serve as a leader in the educational and outreach community by participating on local and regional committees, presenting on panels and representing the Museum in a professional way in the community; and
- Other duties as needed or assigned.

Knowledge, Skills and Abilities:

- Knowledge of NYS educational standards and best practices in program design, evaluation, and curriculum development, preferably including an understanding of visual learning strategies and query-based interpretation;
- Written and verbal communication skills, including grammatical and proof-reading skills and the ability to compose effective written communications, including grant writing;
- Computer skills to develop narrative information for the education and outreach programs, preferably including basic graphic design skills;
- Passion for history and prior program experience in a museum or other nonprofit organization;
- Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, professional colleagues, and other members of the community;
- Well-organized and deadline-oriented, with exceptional attention to detail and follow-through; able to work both independently and collaboratively, and in situations where rapid response and instant decision making is required;
- Experience in or willingness to learn budgeting, developing work plans, and monitoring progress;
- Ability and willingness to work weekends and evenings, as required; and
- Ability to think strategically toward the growth and development of programs within local and regional audiences.

Qualifications:

- Minimum two years of related experience; and
- Bachelor's degree in relevant field of study (Art, History, Science, Education, Museum Studies)

To apply, submit a letter of interest, resume, writing sample, and three references, with attachments in Word or PDF. Applications should be submitted via email to Natalie Stetson at director@eriecanalmuseum.org with "Museum Educator" in the subject heading. Application deadline: September 10, 2019. No phone calls please.

The Erie Canal Museum (ECM) is an American Alliance of Museum accredited history museum with the mission to preserve the only existing weighlock building in the United States, collect and conserve Canal material, champion an appreciation and understanding of Erie Canal history through educational programming, and promote an awareness of the Canal's transforming effects on the past, present and future.

ECM recruits and hires employees without regard to race, color, religion, national origin, sex, age, disability, or sexual preference, and treats all employees equally with respect to compensation and opportunities for advancement, including upgrading, or promotion. ECM supports the Americans with Disabilities Act, and will take such measures insofar as possible to assist employees who need accommodation. Reference checks are conducted for all positions.