

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: EDUCATION AND PUBLIC PROGRAMS COORDINATOR

UNION:114

DEPARTMENT: Museum

SG:10

CS:N

FLSA:Y

EEO4CODE:PP

NATURE OF WORK:

Implements and presents Museum education and information programs for school groups and the general public. Develops new programs as assigned. Schedules Museum education programs. Develops and coordinates public programs, researches and writes grants as assigned. Assists in training and supervision of education college interns, volunteers, and work study employees. Coordinates student exhibitions. Prepares correspondence and promotional materials. Provides oral interpretation of exhibits.

DISTINGUISHING CHARACTERISTICS:

This is a paraprofessional position supporting the Museum's educational and public programs. Requires sufficient technical knowledge and independent judgment to coordinate all of the Museum's educational activities. Work is performed within broadly defined practices and procedures. May train and supervise volunteers, interns and work-study staff.

SUPERVISORY RELATIONSHIPS:

Reports to the Curator of Art. Works independently within general supervision and guidelines. Trains and supervises volunteers, interns and work-study staff in those programs the position is responsible for with minimum supervision.

ESSENTIAL FUNCTIONS:

1. Presents curriculum-based education programs to students and general programs for the public. Conducts tours. Provides oral interpretation of exhibits.
2. Develops and coordinates public programs such as lectures, performances, art workshops and family activity days.
3. Develops and maintains schedule of education programs with schools and individual teachers. Receives telephone reservation requests, makes written and telephone confirmations and rescheduling. Prepares tour calendar.
4. Researches writes and develops new education programs for in-museum use and outreach, and special programs for temporary exhibitions. Research includes both topical research and school curriculum research.
5. Recruits, trains, schedules, and supervises education and public program volunteers. Writes educational material for volunteer training.

6. Researches funding agencies and writes grants individually or with the Development Director to fund special education activities and projects.
7. Performs clerical tasks to support the education program. Prepares correspondence to volunteers, teachers and presenters. Also prepares program flyers and promotional materials including writing, design and simple layout.
8. Support and collaborate with the Family Interactive Gallery and Docent staff on education and public programs. This includes but is not limited to school tour programs, family activity days and interpretation of exhibitions.
9. Coordinate the evaluation and assessment of education and public programs to determine best fit for museum mission, audiences and resources.
10. Works with secondary art programs and coordinates their relationships with the Museum, which may include student exhibitions.
11. Maintains objects, equipment, and supplies for education and public programs.
12. May act as a liaison between the Museum and special groups and represent the Museum at group meetings, public programs, and professional committees and associations.

ADDITIONAL WORK PERFORMED:

1. Provides basic hospitality and exhibit information to unscheduled groups visiting the museum.
2. Performs other related duties within the scope of the classification as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Working knowledge in the fields of history, art, adult and school-age instructional techniques, school curricula, development of audio-visual presentations, operation of audio-visual equipment.
- Knowledge of grant procedures and grant writing.

Skills In:

- Layout and graphic design skills.
- Excellent oral communication and presentation skills to interact effectively with a diversity of personnel, community organizations and individuals.
- Strong skills in planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance and time management.
- Strong skills in leadership and volunteer training, including ability to motivate others.
- Strong writing skills for developing correspondence, promotional, exhibit and training materials.
- Familiarity with area communities and environment
- Proficiency in word processing, basic computer graphics, and presentation software

Ability to:

- Ability and initiative to work independently, to complete projects, and to meet deadlines with minimum supervision.
- Ability to perform repetitive tasks and to maintain interest for participants.
- Ability to work closely with individuals and in a team situation.
- Ability and willingness to work flexible hours including occasional weekends and evenings.
- Ability and willingness to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the assigned work, including:
 - lifting up to 30 pounds for setting up and taking down program materials.
 - Standing for periods of time
 - Walking while leading groups?
 - Hearing, seeing, speaking for interacting with groups?
 - Reaching, bending, squatting to set up and take down materials?

WORKING ENVIRONMENT:

Most work is performed in a shared office setting with access to standard low-risk office equipment. Some time is spent at site of program or activity.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor of Arts or Science in Education, History, Anthropology, Fine Arts or related field.
- Three years of experience in program planning, curriculum development, or conducting public presentations.
- Three years of experience working with children and adults in a museum education setting or other comparable setting.
- One year of experience training volunteers preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must pass a police criminal convictions records check and Washington State Adult/Child Abuse records check prior to hire.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Must provide own transportation at times.

PREPARED BY:

REVIEWED BY:

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2/91

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Museum Director

REVISED BY: R. Vanderway/L. Klemanski
12/02

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6/11