

Re-living the history of Pinellas County at Heritage Village is like a going back in a time-machine through the last century. Currently we are seeking a Curator of Education to continue bringing our indoor/outdoor museum to life for children and adults of all ages. The Curator will develop coordinate, implement and evaluate educational programs and activities for our 21-acre living history museum.

Museum website: <http://www.pinellascounty.org/Heritage/>

Apply online: To apply: <https://www.pinellascounty.org/hr/employment.htm>

### **Essential Tasks**

Collaborate with museum staff to develop, implement, and evaluate educational materials and activities for permanent and temporary exhibits.

Develop, implement, and evaluate educational programs for families, the public and youth audiences, including K-12.

Track and evaluate visitor attendance and other performance metrics for educational offerings onsite

Manage the Heritage Village virtual application by producing, adding, and editing content

Train and evaluate docents and volunteers serving the public to lead tours of galleries, structures, and demonstrations.

Develop docent training materials and workshops.

Coordinate the activities of volunteers as needed for educational programs and activities.

Performs other related job duties as assigned.

### **Position Specific Requirements**

5 years of professional work in museum history, anthropology, folk life studies or related field that includes creating educational programs for K-12 and adult audiences; or

Associate's degree in history, education, anthropology, or folk life studies and 2 years of professional work in museum history, anthropology folk life studies or related field that includes creating educational programs for K-12 and adult audiences; or

Bachelor's degree in history, education, anthropology, or folk life studies plus 1 year historian experience that includes creating educational programs for K-12 and adult audiences; or

Master's degree in history, education, anthropology, folk life studies plus some historian experience that includes creating educational programs for K-12 and adult audiences; or

An equivalent combination of education, training and/or experience.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

Ability to work special events, including some weeknight and weekends to coordinate programs.

### **Highly Desirable**

Keen passion for making the history of Pinellas County accessible to the public through innovative and interactive educational programs and exhibitions.

Enthusiasm for educational initiatives that deepen the role of museums as places of informal learning.

Demonstrated experience teaching a variety of age groups and communities.

Experience developing, designing and coordinating museum programs.

Experience recruiting and coordinating tour guides and managing tours, internships, and volunteer programs.

Proven competence managing budgetary allowances and restrictions.

Proven competence collaborating with peers and colleagues.

Team-player mentality to work cooperatively and positively with colleagues and the public.

Proficiency working with Microsoft Office suite; social media platforms such as Facebook and Instagram; Adobe design and graphic software; and databases, email and the web.

Multi-media experience including the aptitude to document events (via audio, video and photography) post on social media platforms and the web a plus.

Understanding of the digital exhibition space and experience managing tour guide applications  
Versatility and ability to manage many projects and priorities simultaneously.

Strong interpersonal, verbal and written communication skills.

### **Knowledge, Skills and Abilities**

Knowledge of principles, practices and standards for design of educational programs

Knowledge of purpose, use and benefits of museums & cultural program activities.

Knowledge of guidelines and practices of the American Association of Museums.