

DOS - MUSEUM EDUCATION PROGRAM REPRESENTATIVE - 45000016

Requisition No: 792470

Agency: Department of State

Working Title: DOS - MUSEUM EDUCATION PROGRAM REPRESENTATIVE - 45000016

Position Number: 45000016

Salary: \$33,000.00

Posting Closing Date: 01/31/2023

Apply at <https://jobs.myflorida.com/>

Department of State

Museum Education Program Representative

Division of Historical Resources

Bureau of Historical Museums

Open Competitive

Minimum Qualifications:

Minimum - Bachelor's degree in history, museum studies, anthropology, education, or related field.

At least one year experience in an education position.

Submit resume and cover letter detailing related experience.

Preferred - Knowledge of Florida and/or U.S. History.

Skilled in public speaking, writing, and editing.

Ability to plan, coordinate, and present educational programs and events.

Duties and Responsibilities:

Assists in coordinating the statewide Florida History Day (FHD) program.

Responsibilities include serving as a liaison with National History Day (NHD), FHD county coordinators, and participating schools; preparing educational materials and workshops; maintaining the FHD website and social media accounts; marketing the program; and seeking funding sources. Incumbent also co-coordinators the state FHD competition in Tallahassee.

Duties include overseeing event logistics at the host site; recruiting and training judges, volunteers, and staff; managing the contest database as it relates to teacher, student, judge, and volunteer participation; preparing contest materials; and other tasks as needed.

Incumbent also assists with FHD participation at the NHD competition, including assisting with travel arrangements; assisting students, teachers, and family members; chaperoning a student field trip; staffing as needed by NHD; and other logistical tasks.

Develops educational materials, resources, and activities to interpret and enhance Museum of Florida History exhibits, programs, and special events.

Duties include presenting outreach programs, conducting local workshops, and creating publications and lesson plans for statewide distribution for targeted audiences; reviewing resources for accuracy, clarity, and effectiveness; and serving as an educational section representative to Museum exhibit teams.

Manages the Museum's collection of educational artifacts, including the collections database; oversees inventory and ensures that items are accessioned, deaccessioned, catalogued, and curated according to the Museum's education collection policies.

Provides staff support for museum activities and events, serves on committees that further museum goals and objectives.

Performs other work-related duties as required.

Required Knowledge, Skills, and Abilities:

Computer skill, including Microsoft Office and database programs.

Ability to communicate effectively orally and in writing.

Ability to follow Museum and Department policies and maintain established standards.

Ability to work effectively with other staff, teachers, students, public officials, and the general-public.

Knowledge of Florida and/or U.S History,

Knowledge of the planning, creation, and evaluation of educational program and materials,

Knowledge of current museum education philosophies and strategies,

Knowledge of current formal education standards and best practices,

Knowledge of the curation and preservation of museum education collections,

Skilled in appropriate computer hardware and software program,

Skilled in working on teams and committees,

Skilled in public speaking, writing, and editing.

Ability to plan, coordinate, and present educational programs and events,

Ability to use social media such as Facebook and Twitter,

Ability to respond quickly to unexpected requests of situations.

The Benefits of Working for the State of Florida:

Working for the State of Florida is more than a paycheck. The State's total compensation package for employees features a highly competitive set of employee benefits including but not limited to:

Annual and Sick Leave benefits.

Nine paid holidays and one Personal Holiday each year.

State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance options.

Retirement plan options, including employer contributions

(For more information, please click www.myfrs.com);

Flexible Spending Accounts.

Tuition waivers.

For a more complete list of benefits, visit www.mybenefits.myflorida.com.

Special Note:

Responses to qualifying questions must be clearly supported in your employment history.

Criminal Background Check:

A Level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.

Important Notices:

We are committed to enhancing our workforce through the employment of Veterans, individuals with disabilities and seek qualified candidates from diverse cultures and backgrounds, abilities, skills, and talents to join our inclusive workforce.

Male applicants born on or after January 1, 1960, will not be eligible for hire or promotion unless they are registered with the Selective Services System (SSS) before their 26th birthday, or have a Letter of Registration Exemption from the SSS. For more information, please visit the SSS website: <https://www.sss.gov>

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS' PREFERENCE. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans' Preference documentation requirements are available by clicking [here](#). All documentation is due by the close of the vacancy announcement.