

High Desert Museum

Assistant Curator of Education - Public Programs

About the Position

The Assistant Curator of Education is responsible for the design, scheduling and implementation of a variety of Education programs with an emphasis on understanding and having an ability to work with young children. Responsibilities also include assistance with training and supervision of volunteers.

Responsibilities

1. Develop curricula and assessment for the Museum's on and offsite educational programming such as Summer Camp and Discovery Classes.
2. Manage onsite programming such as the Otter Den, Backpack Explorers, Totally Touchable Tales, exhibit interactive tables, and Wild Wednesdays
3. Assist in the development, implementation, assessment, and management of the High Desert Museum Public and School programs.
4. Assist in the development, preparation, and implementation of educational programming for a variety of ages (especially young children) that is incorporated into ongoing exhibits and special events.
5. Manage Public Program registration
6. Manage and train Kids' Program Volunteer Team and interns participating in various programs.
7. Successfully satisfy animal handling training requirements and maintain animal handling protocols.

Qualifications

- 1 Bachelor's degree in Education, Natural Sciences, US History, Anthropology, or Museum Studies, with educational emphasis preferred.
- 2 Minimum 1-2 years experience in an educational institution and/or instructional setting as well as experience with administrative duties.
- 3 Demonstrated knowledge of best practices teaching methods and classroom Management of young children as well as older age groups.
- 4 Excellent organizational, communication, and writing skills.
- 5 Ability to work well with a diverse group of people in a service oriented manner.
- 6 Ability to teach a variety of subjects and grade levels effectively and energetically.
- 7 Ability to work flexible hours and days.
- 8 Proficiency with Microsoft applications, including Access database.

Working Conditions

Work is both indoors and outdoors. Must be detail oriented in handling program scheduling and other administrative duties. Traveling is sometimes required. Must be able to multitask with a high degree of energy and enthusiasm for a visitor service oriented organization. Requires normal vision, hearing and problem solving skills. Must be able to lift 25 lbs. Position requires some evenings and weekends.