



Curator of Education

Category: Classified/Excluded
Pay Grade: C26
Job Code: 03352

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This is professional work developing, coordinating and implementing educational programs for an historical museum or botanical gardens. Employees in this class recruit, train, schedule, and supervise a large number of volunteers, produce educational packages for classroom use and organize tours and special events for the community. Duties are performed independently and occasional weekend or holiday work is required.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Coordinates the development and implementation of educational programs for all ages including creative revenue generating programs and arranges art exhibits involving educational programs;
- Promotes educational programs through public presentations before civic groups, school groups or contact with school administrators;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Participates in the presentation of various educational programs;
- Serves as liaison between the department and the local school systems, researches and produces educational programs for classroom use, organizes on site tours and directs teacher credit workshops;
- Prepares press releases, radio/TV announcements, brochures and special events calendars describing educational services provided by the museum;
- Assists with other programmatic development such as events, festivals, exhibits;
- Coordinates with living history interpreters regarding the village experience for guests;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years professional work in museum history, anthropology, folk life studies or related field; or Bachelor's degree in history, education, anthropology, or folk life studies plus one (1) year historian experience; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of techniques for developing hands-on educational programs related to museums;
- Knowledge of the practices and principles of public awareness by means of verbal, written and visual presentations;

- Skill in speaking before groups and conducting demonstrations and tours;
- Ability to analyze and interpret historical or botanical data;
- Ability to prepare and present instructional programs and speeches to teachers, children, civic groups and the public; and
- Ability to supervise and coordinate the activities of volunteers and meet the public in an effective and pleasant manner.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Visual Acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.