



## City of Irving Job Description

### Education & Programs Specialist

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Arts & Culture
<b>Job Code:</b>	3251	<b>Reports To (Job Title):</b>	Museum Manager

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#### PURPOSE

This position will have the unique opportunity to shape the strategic vision for the education and public programs of the Irving Archives and Museum's (IAM), which serves as the central hub for Irving's museum system; further, it plays a key role in shaping the overall direction for the City of Irving's museums and works to develop deeper engagement with the community through our museum programs. While practicing hands-on and engaging techniques and exhibiting passion about museums' essentiality to the community they serve, this position will work with educators, students and community organizations to develop and implement educational programs, oversee the IAM's Smithsonian Spark!Lab, and develop public programs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee the planning, design, budgeting, implementation, and evaluation of new educational programming to achieve our goals of expanding our reach and impact and making learning enjoyable, accessible, and interesting for a wide range of museum visitors.
- Work with other staff and stakeholders to create a culture of community engagement. Embodying the IAM's strategy for its exhibition and program content to be innovative and relevant to diverse audience interests and needs, the position has a continuous priority to understand, involve, welcome, and engage traditional and non-traditional audiences.
- Work with Smithsonian staff to implement and create a successful Spark!Lab at the IAM. Work with the marketing department to produce a robust plan to promote this keystone program as well as other programmatic and educational opportunities.
- In collaboration with the Director, develop and deepen relationships with thought leaders, educators, policy makers, and key funders.
- Working with the Irving Arts Center staff and the IAM Guest Experience Coordinator, create and maintain a thriving volunteer program.

#### OTHER DUTIES AND RESPONSIBILITIES

- Attend and present material at a variety of public events which may include career fairs, festivals, school related events, etc.; deliver information on services offered, including departmental programs and special initiatives, facility tours, etc.
- Maintain active presence in profession by attending and presenting at workshops and conferences relevant to field.
- Maintain availability to work evening and weekend hours as required.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

The position develops, administers, monitors and coordinates the departmental educational and programs budget of approximately \$250,000.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's Degree from an accredited institution in fields of education, public history, museum studies or related field.

### **EXPERIENCE**

- Two (2) years of experience in managing, designing, and implementing education and community-based programs, preferably in a museum setting.
- Experience in training and managing people, including volunteers, and a willingness to act as a mentor and guide to help them create experiences that are engaging, inclusive, and relevant to our visitors.
- Spanish speaking and writing ability is also *preferred*.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- An appropriate, valid state issued driver's license, or ability to obtain upon hire, may be required.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, and leadership techniques
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Gallery and Museum Professional Practices: Informal education practices; development and implementation of inquiry-based programming; exhibition-related programming selection and design; and visitor experience/engagement.

- Museum and Humanities Education: Educational theory and practice of teaching in formal and informal settings; the production methods, materials, context and interpretation of history as well as utilizing the humanities as a springboard for discovery and connections to other disciplines and ideas.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Tyler Munis (ERP) Software.

## **SKILLS AND ABILITIES IN**

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Planning: Sensing the environment and setting goals and objectives.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Coordination: Adjusting actions in relation to the actions of others.
- Judgement and Decision Making: Weighing the relative costs / benefits of potential action.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Written and Oral Expression: Effectively communicating information and ideas in writing, as well as through speech, so others will understand, as indicated by the needs of the audience.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem, which includes approaches for implementing an idea.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Reading Comprehension: Reading and understanding information and ideas presented in writing.
- Speech Recognition: Identifying and understanding the speech of another person.
- Visualization: Imagining how something will look after it is moved around or when its parts are moved or rearranged.
- Service Orientation: Actively looking for ways to help people, which includes exhibiting a passion for visitor satisfaction, and projecting a caring and engaged personality to visitors.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Functional Supervision: Motivating, developing, coaching, mentoring, and directing a diverse team of interns and volunteers.
- Team Leadership: Embracing and developing a collaborative environment.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Internally, this position engages daily with museum staff members and reports directly to the Museum Manager. Further, it regularly engages with the Executive Director of Arts and Culture and other A&C staff, as well as, library staff, purchasing, building and facility maintenance, and the City Attorney's Office (CAO). Also, it presents regularly to the Museum Advisory Board, Arts Board, and City Council.

Externally, this position interacts daily with citizens and visitors to the IAM via in-person, telephone, and electronic communication. Regularly, it interacts with community organizations, schools, and other groups to plan, present, and engage with programs and program development. Rarely, it may inform the media for IAM regarding educational and public programming.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer and other office equipment, as well as, Spark!Lab materials and programs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to carry, grasp, lift up to 10 pounds, kneel, listen, reach, see, sit, stand, stoop, talk, and walk. Frequently, s/he is required to crawl, lift up to 25 pounds, and push or pull. Occasionally, s/he is required to balance, climb, and drive a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is frequently exposed to confining work spaces. Occasionally, s/he may encounter stress. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.