



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Museum Educator

Department: Mead Art Museum Reports to title: Head of Education and Andrew W. Mellon Curator of Academic Programs

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 4/4/19

Job Group & Level: PT-2 Regular Daily Work Schedule: \_\_\_\_\_ to \_\_\_\_\_

Pay Type: Weekly \_\_\_\_\_ Monthly x Months Per Year: \_\_\_\_\_ Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

The Museum Educator expands Amherst College students' engagement with art and work-learning experiences at the Mead through creative leadership and mentorship of Team Mead (student museum group) and students working across the museum, including museum educators, lobby attendants, and interns.

Intentionally designs programs to increase access to the museum for students and community members who hold historically marginalized identities. In particular,

- Creates and implements cohort-based programs for students including internships, interterm courses, and fall orientation weekends.
- Designs collaborative student-facing programs in conjunction with Amherst College and Five College organizations that broaden and deepen relationships on and off campus to diverse communities.
- Creates education partnerships with K-12 schools and builds Amherst College student learning into them.

Identifies and advocates for policies and programs that contribute to an inclusive museum experience. Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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2. Principal Duties and Responsibilities:

**60 % Student Engagement Program**

- Design and lead student engagement programs that may include summer internships, Team Mead (student museum group), Interterm Course(s), and special art projects.
- Hires, trains and mentors a diverse group of student museum educators in curriculum development, K-12 gallery pedagogies, and inclusive museology.
- Implements systems for evaluating impact of Mead programs on individual student engagement.

**25 % K-12 and Community Programs**

- Creates, revises, and maintains K-12 and group curriculum, both digital and gallery-based, integrating innovative pedagogies from the field of museum education on an ongoing basis.
- Supports, plans, hosts, and staffs public programs as needed in rotation with other Education Department Staff.
- Plans, leads, and trains student staff to host community programs that actively contribute to the cultural vitality of the regional community by centering audience interests and needs and dismantling the various barriers to historically marginalized communities in museums.

**10 % Cross-Functional Museum Work**

- Supports interpretive projects for myriad audiences (school and public) across the museum, and integrates college students into label writing, signage, exhibition ideation, and visitor experience design whenever applicable.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The Museum Educator collaborates closely with other members of the Mead's staff in planning innovative programs and integrating students into all aspects of the museum work. This role also collaborates with the broader Amherst community, in particular student organizations, the Loeb Center for Career Exploration, and the Center for Community Engagement.

The Museum Educator communicates regularly with staff from area school districts and a wide variety of community-based organizations.

4. Education: (include certifications and licenses)

Required: Bachelor's Degree

Preferred: Master's Degree in Art History, Museum Studies, Education, History or related field.

5. Experience: (List specific skills necessary to perform this job)

Required:

- 2 years' experience in public-facing museum work
- Experience working with young adults and/or teens in group settings
- Experience leading educational or co-curricular programs (in museums or other settings) for K-12 student groups
- Strong cultural competencies working across a diversity of identities
- Proven initiative making museums more inclusive
- Excellent written and verbal communication and interpersonal and public speaking skills
- Able to work occasional evenings and weekends

Preferred:

- Proficiency in more than one language
- Experience with Photoshop and design software

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Extended periods of standing and walking (in museum galleries); lift, carry, push and pull up to 25 lbs (program equipment); visual – typical concentration; repetitive motions including fingers, hands, and wrists.

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7. Decision Making:

Hires, trains, and mentors students in roles across the museum; develops in-gallery curriculum aligned to Massachusetts Department of Education elementary and secondary Arts Curriculum Framework and adjacent disciplines; cultivates partnerships with community based organizations to build and diversify Mead audiences.

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8. Supervision Exercised/Received:

Minimal supervision.

Supervisory Responsibility:      Yes  \_\_\_\_\_      No \_\_\_\_\_

Number of Employees Supervised: \_\_\_\_\_

Supervises 5 – 15 student employees

