



## Whatcom Museum Foundation

### Job Description

**JOB TITLE:** Education and Engagement Manager

**DEPARTMENT:** Education

**CLASSIFICATION:** Salaried (Exempt), Full-Time

#### **JOB SUMMARY:**

The Education and Engagement Manager will work closely with the museum's management team to help shape the strategic vision for the museum's programming and community outreach, and will employ multi-disciplinary themes reflective of the museum's mission that includes Northwest Coast ethnography, art, history, and natural history. STEAM concepts may apply (Science, Technology, Engineering, Art, and Math) in the development of programs. Close contact with the Director of Exhibitions and Programming will be necessary to develop new evaluative tools for all educational programs and to ensure that curatorial narratives are interpreted in a way that meets standardized objectives for Whatcom County, and nearby county schools. A measurement of success will be in aligning education and curatorial objectives.

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Director of Exhibitions and Programming. Serves as part of the Museum Management Team. Works under City and Museum policies and procedures, and the policies and procedures listed as part of the museum's American Alliance of Museums Accreditation documents.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Assist with the development and implementation of a museum education master plan and interpretation plan applying mandated curriculum; including but not limited to Civic Engagement, Northwest Coast Salish culture and history, local and statewide history themes.
2. Ensure that programs, in-school programs and outreach kits, teacher training, and partnerships with school districts meet Washington State Essential Academic Learning Requirements (EALR) and Grade Level Expectations (GLE).
3. Assist in leading programs utilizing the People of the Sea and Cedar gallery and accompanying curriculum.
4. Work with members of the Education team to develop and lead professional development for classroom teachers.
5. Work with other museum staff, guest curators, and designers, develop interpretive materials for new exhibitions.
6. Recruit, supervise, and train part-time staff, interns, and volunteers for work on projects and guided programs.

**ESSENTIAL FUNCTIONS OF THE JOB (continued):**

7. Manage the museum's docent program; recruit, train, and supervise museum docents, including specific training for incoming temporary exhibitions and Old City Hall tours.
8. Provide oversight to the Family Interactive Gallery (FIG) management team; help develop and implement quality FIG programs, including additions and upgrades to the FIG interactives in the gallery.
9. Provide oversight to the Education Department for management of the museum's regularly scheduled community programs.
10. Ensure continuous quality improvement of programs and content, including educator evaluation and training.
11. Collaborate across the organization to promote close and productive interdepartmental relationships and communications.

**ADDITIONAL WORK PERFORMED:**

1. Maintains liaison and current knowledge of the regional and national cultural community and activities in order to take advantage of cooperative opportunities and new developments in exhibitions and educational programming
2. Maintain current knowledge of educational programming and exhibitions within the museum field including the application of a multi-disciplinary approach to all aspects of the museum's mission that includes, history, art, natural history, and ethnography.
3. Other duties as assigned in support of the Museum's mission.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Management skills including supervisory, problem-solving, and decision-making, planning and organizing, adaptability and flexibility, interpersonal sensitivity and time management.
- Excellent oral and written communication skills for working with other staff members, community organizations, and the public. Excellent public presentation skills.
- Proven knowledge of museum educational techniques and programs, exhibit curatorial techniques, integration of curriculum into exhibitions and programs - particularly history based programs.
- High degree of ethical behavior and knowledge of ethical concerns related to museum work.
- Office and computer skills sufficient to function in a professional role.
  - Working knowledge of Microsoft Office Suite, including Outlook, Word and PowerPoint
- Ability to obtain a working knowledge of community organizations concerned with education, policies and procedures and pertinent regulations.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation. Results Orientation, and Teamwork and Cooperation.

**PERFORMANCE REQUIREMENTS (continued):**

- Physical ability to perform the essential functions of the job including:
  - Sitting or standing for long periods of time
  - Visual acuity to read a computer screen and typeset a page
  - Fine finger dexterity to operate a computer keyboard and mouse, etc.
  - Occasionally lift up to 30 pounds

**WORKING ENVIRONMENT**

Most work is performed in an office setting with access to standard, low-risk, office equipment. Some time is spent at site of program or activity. Some time spent in gallery space with exhibits and visitors. Limited time spent adjusting, moving, or creating exhibition space within work rooms and gallery spaces.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor of Arts or Science in Museum Studies with a specialty in Education; or in the fields of History, Anthropology; Master's preferred.
- Experience at a museum, preferably history based, with strategic planning and management experience.
- 3-5 years' experience working with children and adults in a museum education setting.
- A combination of experience in program planning and curriculum development in an educational institution or museum.
- Computer skills required: Microsoft Office Suite; Outlook, Word, and PowerPoint.
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**NECESSARY SPECIAL REQUIREMENT**

- Must pass a police criminal convictions check and Washington State Adult/child Abuse records check prior to hire.
- Valid Washington State driver's license and good driving record.
- Must provide own transportation at times.

Interested candidates should send a resume and cover letter, including salary requirements to:

Attn: Museum Education Position  
121 Prospect Street  
Bellingham, WA 98225

Or [museuminfo@cob.org](mailto:museuminfo@cob.org)