

Museum Job Function

Museum Educator Job Family

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55 E	Museum Educator I	<p>Bachelor's degree</p> <p>Masters in Education preferred</p> <p>2+ years of museum education and/or teaching experience</p>	<ul style="list-style-type: none"> • Trains Museum docents in teaching methods and/or program content. • Organizes and presents material to internal and external audiences orally and in writing. Works with curators to design programs to compliment the exhibitions • Compiles reference materials on permanent collection geared to children and school groups • Works with teacher liaisons and docents to design and/or implement programs to enhance students experience at the Museum 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive educational programs for the Museum</p>	<p>RECEIVED: Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN: Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
 - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
 - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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