

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
57E	Museum Educator III	Bachelor's degree Masters in Education, Museum Studies or collection related discipline preferred 5+ years of museum education and/or teaching experience	<ul style="list-style-type: none"> • Responsible for the management, and enhancement of docents and docent programs • Engage advisory groups; build experience and momentum for pilot initiatives • Plan, promote and execute a variety of community based programs utilizing museum collection • Oversee graduate student projects 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive educational programs for a Museum (Consider the audience base, number of programs, visitors and the mediums/methods of outreach)</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: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</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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