



## **The Museum of Casa Grande**

*Casa Grande Valley Historical Society*  
Preserving the history and heritage of Casa Grande.

### **Position Announcement**

Education & Public Engagement Coordinator

### **Purpose**

The Education & Public Engagement Coordinator plays an important role at The Museum of Casa Grande. The Coordinator will engage new audiences, return visitors, and members by delivering and participating in education, programs, special events, exhibits, and tours. The position requires working closely with the board and volunteers, as well as playing a leadership role with volunteers and interns.

### **Administration, Education, and Engagement**

Core responsibilities of the job include identifying opportunities for museum engagement, developing programs and exhibits, and delivering programs at the museum, at K-12 schools, and at community centers.

- Recruit, schedule, and lead group tours for K-12 students as well as adults utilizing the designated Museum Education & Curriculum materials. Adjust or improvise as needed.
- Build and foster relationships with administrators and teachers from public, private, charter, and home schools. Maintain database of contacts.
- Coordinate and participate in public history, educational, and special events to promote the history, resources, and educational programs of the museum to the community.
- Recruit and work with volunteers and committees to accomplish tasks and goals.
- Coordinate logistics related to presenters, programs, lectures, and exhibits.
- Develop, coordinate, and lead family and youth activities (2<sup>nd</sup> Saturdays, 1<sup>st</sup> Fridays, special events, etc.) utilizing contracted, volunteer, or in house resources and materials.
- Maintain order of all electronic and paper files in the department. Maintain inventory of supplies. Notify Director of education and engagement needs.
- Develop and install small public exhibits and travelling exhibits with the aid of volunteers and interns on a quarterly basis. Assist board and director with annual exhibit projects.
- Provide general staff support at museum openings, events, and annual fundraisers; serve as a contributing member of the museum staff; assist with other projects as needed.

### **Qualifications**

- Outstanding oral and written communication skills.
- Keen passion for education, museums, and working with the public.
- Understanding of diverse approaches to education and history; familiarity with learning styles and developmental stages; an ability to employ educational tools and methods; facility and comfort with innovative, personal, and hands on education to drive new experiences. Ability to explain education and interpretation concepts and approaches.
- Ability to engage support from volunteers, staff, and members.
- Ability to think critically, work independently, and resolve complex problems.

- A high energy level with ability to manage multiple activities and responsibilities.
- Experience working with and developing programs for youth.
- Ability to lead others and guide peers to meet project goals.
- Bilingual (Spanish or local Native American languages) preferred but not required.
- Working knowledge of Windows, Office Suite programs, efficient use of the web, file management, email systems, and standard office equipment.
- Knowledge of museum collections management systems is a plus, but not required.

**Meets one or more of the following:**

- BA in Museum Studies, Museum Education, Public History, or related fields.
- BA in a related field of study with experience in educational programming.
- Proven work or volunteer experience in designing and delivering educational, public history, or other related programs (non-degreed).
- MA or enrolled in an MA program in Museum Education, Museum Studies, Education, or other related fields.
- Teaching certificate or proven successful experience in afterschool, camp, recreational programs, or resident camp programs.

The position affords the opportunity to work at a small rural museum in a creative and friendly environment with a dedicated core of volunteer staff. The position also provides an opportunity to hone administrative and communication skills that are key in museum education and operations.

The museum offers professional development opportunities and paid staff membership with professional organizations including: the Museum Association of Arizona, the American Alliance of Museums, and other related professional organizations. No medical, dental, or retirement benefits are offered at this time. This is a full-time position with a non-traditional work schedule allowing flexibility to meet program goals.

**If you are interested in applying for this position, please submit a resume, cover letter, and three references to:**

Museum Director  
The Museum of Casa Grande  
110 West Florence Blvd.  
Casa Grande, AZ 85122

**Or email the documents as a SINGLE PDF file to:**

director@cgvhs.org with Education Coordinator in the subject line.

No phone calls please. This position will remain open until filled.  
Position begins on or around October 19, 2015.