AUBURN
Human Resources

Educational Curator I

Job Description

JOB INFORMATION

Job Code	AB05A
Job Description Title	Educational Curator I
Pay Grade	LM05
Range Minimum	$37,510
33rd %	$42,510
Range Midpoint	$45,010
67th %	$47,510
Range Maximum	$52,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Curator

JOB SUMMARY

Creates educational programming within the museum and integrates exhibits into educational curriculum.

RESPONSIBILITIES

- Acts as a liaison to University faculty to incorporate scheduled exhibitions into their curriculum using faculty exhibition proposals.
- Writes handbooks for area teachers, parents, and students that will aid in the understanding of the museum's permanent collection and temporary exhibitions.
- Acts as a liaison with K-12 teachers in the city and region to conceptualize and administer an innovative school outreach and tour program.
- Conceptualizes and writes lesson plans to be implemented in the classroom, accessed on the internet, and applied to museum exhibitions.
- Coordinates programming for Art Enrichment in Auburn and surrounding county schools, including programs for parents and families.
- Develops and administers, within the school tour program, a program dedicated to teacher and parent training and student preparation.
- Conceptualizes and administers education outreach programs which may include coordinating and designing educational websites that can be updated to facilitate instruction.
- Trains docents and administers an active tour program to engage all constituencies of the museum.
- Acts as point of contact for marketing and public relations.
- May aid in the creation of didactic installations accompanying exhibitions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Art History, English, or related field	and	0 years of	experience in an art related position to include developing and presenting informational lectures.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.