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## **Education Director & Curator Position Description**

**Position Summary:** The role of the Education Director & Curator is a professional museum position with responsibility for the interpretation program at the Museum, as well as the management and maintenance of the extensive artifact collections. The position oversees volunteers and interns in the area of interpretation and stewardship in consultation with the Executive Director.

**Reports to:** The Education Director & Curator reports to the Executive Director

### **Primary Responsibilities:**

- Develop and evaluate new, original, multi-disciplinary educational and interpretive strategies and programs that highlight the Museum's collection and meet the needs of diverse new and existing audiences including teachers.
- Create content for Museum communications about the collection.
- Manage, recruit, train and mentor volunteers and interns as they advance the Museum's educational mission.
- Partners with the Executive Director on grant funding research, applications and reporting for education and curatorial projects.
- Collaborate with like-minded community organizations.
- Develop and maintain a focused archives and collections policy using strategic acquisitions and de-accessioning that conform to current museum standards.
- Assist Executive Director with the planning and execution of special events and festivals as needed.

### **Key Qualifications:**

Excellent oral and written communication skills are a must as is a willingness to be creative and to work as a key member of a small organization to deepen understanding, appreciation and meaningful engagement.

A BA in Museum Studies, Education, History or a related field is required and 2-3 years of experience in a museum setting would be helpful.

Must have familiarity working with a variety of objects and experience working with transportation related collections appreciated. Experience with collections management databases required.

Familiarity with Word, Excel, and PowerPoint is essential; familiarity with WordPress would also be helpful as would a general comfort with embracing new technology.

Grant writing experience and grants management a plus.