

Museum Curator of Education

County Title: Museum Curator

Job Code: 34565 **Pay Grade:** 17 **FLSA Status:** Exempt

Location: Regional History Center

Full/Part-Time: Full-Time

Regular/Temporary: Regular

Overview:

The Orange County Regional History Center is seeking a highly qualified individual to fill the position of Museum Curator of Education. The History Center is a national multi-award-winning, AAM accredited, and Smithsonian affiliated institution centered around its mission: to serve as the gateway for community engagement, education, and inspiration by preserving and sharing Central Florida's continually unfolding story.

This position is responsible for assisting with the management and oversight of the museum's volunteer corps, educational and public programs, and supervision of the department staff. Work is performed with considerable independence under the general supervision of the Executive Director.

Representative Duties

- Oversees the development and management of History Center educational, public, and exhibition-related programs.
- Oversees the administration of the History Center's volunteer corps.
- Manages education department staff, volunteers, and interns.
- Works with the marketing team to enhance awareness of departmental initiatives.
- Assists with cultivating and maintaining relationships with community organizations, federal, regional, state, and other external agencies, as well as donors and corporate sponsors throughout Central Florida.
- Establishes learning objectives for education programs and ensures department goals and objectives are met.
- Composes department-related grant proposals and manages grant-funded projects, including reporting and budgets.
- Oversees departmental budget and assists in institutional budget preparation.
- Conducts historical research for and facilitates public speaking engagements on relevant historical topics.
- Assists with special events and public programming as required.
- Assists with interviewing and recommending applicants for museum positions.
- Participates in the museum's strategic planning and facilitates the education department's participation in interdepartmental collaboration.
- Performs other related duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in education, museum studies, history, or a closely related field and at least three years of education and

public program management experience; or, an equivalent combination of education, training, or work experience.

- Demonstrated personnel management experience.
- Effective and exceptional written and verbal communication skills with both internal teams and external stakeholders; comfortable with public speaking.
- Possesses a strong working knowledge of museum best practices.

Preferences

- Graduation from an accredited college or university with a Master's degree in education, museum studies, history, or related field; or an equivalent combination of education, training, or experience.
- Grant writing and grant management experience.
- Historical anthropological knowledge of Florida and American material culture.

The Orange County online application, in addition to a cover letter and resume, must be completed for a candidate to be considered. Complete work history, including internships and volunteer positions must be included in the application or it will be deemed incomplete. Please include a cover letter with your resume as a single document during submission.

The above description and qualifications are not all-inclusive and represent a majority of the key responsibilities of this position. Other duties may be assigned as required to fulfill the directives of the strategic plan or as designated by executive staff. Work environment is a combination of office setting and providing educational programming for various ages, with some walking and driving between the office to the Museum and local businesses or schools; must be able to lift up to 25 pounds.

*Final Candidates must successfully pass a background screening and fingerprinting, must be able to live and work in the United States, and may be required to pass a drug test. Interview and relocation expenses are not offered.

Additional Information:

Hours Per Week: 40 Hours

Schedule: Generally, 8:00 am – 5:00 pm, Monday – Friday, evenings and weekends may be required.

Primary Work Location: Orange County Regional History Center, 65 E. Central Blvd., Orlando, FL 32801

Posting Dates:

Open: 4/9/2024

Close: 5/9/2024

Salary:

\$27.37 – 35.58 per hour (based on qualifications)

*Potential salary exceeding the minimum is evaluated by Human Resources and the Department Director

****TO OFFICIALLY APPLY, PLEASE VISIT WWW.OCFL.NET****