



Commonwealth of Pennsylvania
Museum Educator 2 - Erie Maritime Museum

SALARY	\$58,035.00 - \$88,235.00 Annually	LOCATION	Erie County, PA
JOB TYPE	Civil Service Permanent Full-Time	JOB NUMBER	CSSC-2024-13362-26260
DEPARTMENT	Historical & Museum Commission	DIVISION	HM Erie Maritime Ctr
OPENING DATE	12/04/2024	CLOSING DATE	12/24/2024 11:59 PM Eastern
JOB CODE	26260	POSITION NUMBER	00249436
UNION	FOSCEP	BARGAINING UNIT	C4
PAY GROUP	ST07	BUREAU / DIVISION CODE	00300828
BUREAU / DIVISION	Bureau of Historic Sites and Museums/Western Division/Erie Maritime Museum	WORKSITE ADDRESS	150 East Front Street, Suite 100
CITY	Erie, Pennsylvania	ZIP CODE	16507
CONTACT NAME	MegAnn Carey	CONTACT EMAIL	mecarey@pa.gov

THE POSITION

Do you have a passion for maritime history and sharing it with others? Do you want to ensure that Commonwealth and United States history is preserved and interpreted for current and future generations? As an Educator at the Erie Maritime Museum, you can do both!

The Pennsylvania Historical & Museum Commission is seeking a skilled, energetic person to engage museum visitors of all ages, abilities, and demographics in the exploration and discovery of the Commonwealth's relationship to "our" Great Lake! The position provides active leadership in the development, implementation, promotion, and evaluation of educational programs and interpretation related to the mission of the Erie Maritime Museum, including but not limited to interactive tours, workshops, lectures, virtual programs, exhibits, special events, and historical demonstrations.

If you have a passion for history, like to develop and conduct programming for school-age children and adults of all abilities and backgrounds, and enjoy serving the public, apply today to continue your professional museum career at one of the Commonwealth's most unique museums!

DESCRIPTION OF WORK

The Erie Maritime Museum, located on the shores of Lake Erie, is home to the U.S. Brig Niagara, a historically accurate full-size operational replica of Oliver Hazard Perry's flagship during the War of 1812's Battle of Lake Erie. In addition to its public sailing program aboard that tall ship, the museum boasts engaging exhibits, living history demonstrations, special events, & other activities at its extensive Bayfront facility.

As the Museum Educator 2, you will be responsible for developing, implementing, and evaluating the museum's educational and interpretive programs, ensuring they are based on primary and secondary source historical research and that they align with current museum teaching methodologies and curriculum standards. You will also coordinate daily front-end operations and manage the museum's volunteer program, providing training as well as evaluation and feedback. Work is performed independently in accordance with PHMC policies and procedures and professional standards under the supervision of the Site Administrator and in cooperation with museum and PHMC staff.

In the role of Museum Educator 2, you will work directly with the public, educational groups, and local or regional program partners, and you will be responsible for providing support to volunteers, part-time staff, and interns who help implement the museum's programming.

This is a professional museum education position requiring a knowledge of naval and/or general maritime history as well as a proven background in delivering exceptional visitor service experiences.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

Work Schedule and Additional Information:

- Full-time employment
- Work hours are 8:30 AM to 5:00 PM, Tuesday - Saturday, with a 60-minute lunch.
- Work schedule includes occasional evening and weekend work for meetings and special events.
- **Telework:** Telework for this position is on an ad-hoc basis only and subject to approval.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

QUALIFICATIONS

Minimum Experience and Training Requirements:

- One year as a Museum Educator 1; **or**
- Any equivalent combination of experience and training which would afford the applicant the required knowledge, skills, and abilities.

Other Requirements:

- This particular position also requires at least six months of full-time professional experience in the following (experience must be comparable in scope and responsibility at a museum, historic site, battlefield, park, or landmark with the mission of preserving and interpreting history):

- Developing, promoting, organizing, and delivering public history programs about maritime history including but not limited to warships & naval history, transportation technology, shipbuilding, commercial fishing, navigation, maritime archaeology, or oceanography. These programs must utilize current best practices & pedagogical standards associated with museum and place-based education and cultural and historical interpretation.
- This particular position also requires at least six months of full-time professional experience in the following (experience must be comparable in scope and responsibility at a museum, historic site, battlefield, park, or landmark with the mission of preserving and interpreting history):
 - Being personally responsible for all aspects of planning, conducting, and reviewing interpretive programming that utilizes historic weapons demonstrations. Personal responsibility includes firing historic weapons in the delivery of an educational/interpretive program.
- This particular position also requires possession of a valid driver's license, which is not under suspension.
- [PA residency requirement](#) is currently **waived** for this title.
- You must be able to perform essential job functions.

Legal Requirements:

- This position falls under the provisions of the Child Protective Services Law.
 - Under the Law, a conditional offer of employment will require submission and approval of satisfactory criminal history reports including, but not limited to, PA State Police clearance, PA Child Abuse history clearance, and FBI Fingerprint clearance.

How to Apply:

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

Veterans:

- Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to www.employment.pa.gov/Additional%20Info/Pages/default.aspx and click the Veterans' Preference tab or contact us at ra-cs-vetpreference@pa.gov.

Telecommunications Relay Service (TRS):

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

EXAMINATION INFORMATION

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
 - your score may be lower than deserved.
 - you may be disqualified.
- You may only apply/test **once** for this posting.
- Your results will be provided via email.

Agency

Commonwealth of Pennsylvania

Address

613 North Street

Harrisburg, Pennsylvania, 17120

Website

<http://www.employment.pa.gov>

Museum Educator 2 - Erie Maritime Museum Supplemental Questionnaire

*QUESTION 1

Selective Certification: Do you possess at least six months of full-time professional experience in the following (experience must be comparable in scope and responsibility at a museum, historic site, battlefield, park, or landmark with the mission of preserving and interpreting history): • Developing, promoting, organizing, and delivering public history programs about maritime history including but not limited to warships & naval history, transportation technology, shipbuilding, commercial fishing, navigation, maritime archaeology, or oceanography. These programs must utilize current best practices & pedagogical standards associated with museum and place-based education and cultural and historical interpretation.

- ☐ Yes
- ☐ No

*QUESTION 2

If you indicated YES to the question above, please describe the details of the experience you possess. Please be sure to address the items listed below in your response. The claimed experience must also be provided within the experience section of your application. If you indicated NO to the question above, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. The specific duties you performed related to your experience developing, promoting, organizing, and delivering public history programs about maritime history
3. The specific maritime history topic areas involved in your claimed experience
4. Your level of responsibility

*QUESTION 3

Selective Certification: Do you possess at least six months of full-time professional experience in the following (experience must be comparable in scope and responsibility at a museum, historic site, battlefield, park, or landmark with the mission of preserving and interpreting history): • Being personally responsible for all aspects of planning, conducting, and reviewing interpretive programming that utilizes historic weapons demonstrations. Personal responsibility includes firing historic weapons in the delivery of an educational/interpretive program.

☐ Yes

☐ No

*QUESTION 4

If you indicated YES to the question above, please describe the details of the experience you possess. Please be sure to address the items listed below in your response. The claimed experience must also be provided within the experience section of your application. If you indicated NO to the question above, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. The specific duties you performed related to being personally responsible for all aspects of planning, conducting, and reviewing interpretive programming that utilizes historic weapons demonstrations
3. Your level of responsibility

*QUESTION 5

Selective Certification: Do you possess a current driver's license which is not under suspension?

☐ Yes

☐ No

*QUESTION 6

If you answered yes, please provide your driver's license number and expiration date. If you answered no, type N/A in the text box below.

*QUESTION 7

Have you been employed by the Commonwealth of Pennsylvania as a Museum Educator 1 for one or more years full-time?

☐ Yes

☐ No

*QUESTION 8

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.]

*QUESTION 9

How many years of full-time museum related education and interpretive work do you possess? (Museum-related educational and interpretive work means developing and presenting tours and programs in a museum, historic house, historic site, or historical society.) [The job duties including work hours for any experience claimed must be included in the experience section of your application to be considered towards meeting the minimum experience and training

requirements. Part-time experience will be prorated to meet full-time experience requirements]. Note: Undergraduate internships do not meet this option.

- ☐ 2 years or more
- ☐ 1 but less than 2 years
- ☐ 6 months but less than 1 year
- ☐ Less than 6 months
- ☐ None

*QUESTION 10

If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

*QUESTION 11

How much graduate coursework have you completed which includes or is supplemented by a completed qualifying graduate museum internship or completion of 6 graduate credits in museum studies coursework? [Examples of qualifying coursework are: Museum Methods, Museum Science, Museum Exhibits, Museum Principles and Practices] If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If your education was acquired outside of the United States, you must upload a copy of your foreign credential evaluation report. We can only accept foreign credential evaluations from organizations that are members of the National Association of Credential Services (NACES). A list of current NACES members can be found by visiting www.naces.org and clicking the Evaluation Services Link.

For additional information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

You must attach your documentation prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a document to the application after it has been submitted.

- ☐ 30 credits or more
- ☐ Less than 30 credits
- ☐ None

*QUESTION 12

You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application or result in a lower-than-deserved score or disqualification. You must complete the application and answer the supplemental questions. Resumes, cover letters, and similar documents will not be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide

documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each question carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. The "Level of Performance" you choose must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered. In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.

If you have general questions regarding the application and hiring process, please refer to our [FAQ page](#).

☐ Yes

*QUESTION 13

WORK BEHAVIOR 1 – DOCUMENT PREPARATION

Write educational and interpretive materials (such as scripts, story lines, exhibit labels, audio-visual aids, articles, and website pages) to present museum and historic site educational and informational activities to a diverse audience including school groups and the public; write publicity and public relations materials (such as brochures, social media, newsletters, flyers, posters, signs, banners, and press releases) to promote the museum or historic site and special events.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- ☐ A. I have professional experience as a primary author preparing educational and interpretive materials, and publicity or public relations materials, and I had the final responsibility for the completed product.
- ☐ B. I have assisted others in the preparation of educational and interpretive materials, or publicity or public relations materials, in which others had the final responsibility for the completed product.
- ☐ C. I have graduate level coursework related to this work behavior such as technical writing, report writing, non-fiction writing, etc.
- ☐ D. I have successfully completed a six month museum internship with emphasis on educational and interpretive work.
- ☐ E. I have NO experience or training related to this work behavior.

QUESTION 14

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. The type of materials prepared
3. Your level of responsibility

QUESTION 15

If you have selected the level of performance pertaining to the graduate college coursework or museum internship, please provide College/University, Course Title and Credits/Hours in the text box below.

*QUESTION 16

WORK BEHAVIOR 2 – PROGRAM DEVELOPMENT AND PRESENTATION Develop new, and update existing, educational and interpretive programs and tours (such as lectures, workshops, classroom instruction, hands-on activities, audio-visual displays, or planetarium programs) as well as managing and evaluating such programs, regarding museum collections, exhibits, and historic sites, based on primary or secondary source historical research and current museum teaching methodology, for presentation to school children, families, or the public.

Levels of Performance

Select the "Level of Performance" which best describes your claim.

- ☐ A. I have professional experience developing new, and updating existing, museum programs and tours for presentation to various groups, and I had overall responsibility for the final program.
- ☐ B. I have experience assisting others in developing new or updating existing programs or tours, and presenting to various groups.
- ☐ C. I have experience conducting research based on primary or secondary source material in order to organize the logistics for a group visitation, or presenting tours or programs.
- ☐ D. I have successfully completed a six month museum internship with emphasis on educational and interpretive work.
- ☐ E. I have NO experience or training related to this work behavior.

QUESTION 17

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. The type of programs or tours you have developed or updated
3. The type of research you have performed
4. Your specific duties and level of responsibility

QUESTION 18

If you have selected the level of performance pertaining to the museum internship, please provide College/University, Course Title and Credits/Hours in the text box below.

***QUESTION 19**

WORK BEHAVIOR 3 – DEVELOP TRAINING

Develop training and provide technical assistance to volunteers, full and part time staff (including assistants and tour guides) concerning museum interpretation and educational programs or activities to ensure the accuracy of historical, regional, and general information provided. **Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- ☐ A. I have professional experience developing training for and providing technical assistance to volunteers and/or staff, and I had overall responsibility for the training.
- ☐ B. I have professional experience working as part of a team to train or providing technical assistance to volunteers and/or staff.
- ☐ C. I have professional training or college coursework on museum interpretation and educational programs or activities.
- ☐ D. I have successfully completed a six month museum internship with emphasis on educational and interpretive work.
- ☐ E. I have NO experience or training related to this work behavior.

QUESTION 20

In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name(s) of the employer(s) where you gained this experience
2. The type of training or assistance provided, and the audience trained
3. The type of training attended and the provider
4. Your specific duties and level of responsibility

QUESTION 21

If you have selected the level of performance pertaining to the museum internship or training, please provide College/Training Source, Course Title, and Credits/Clock Hours in the text box below.

* Required Question