



CITY OF NORTH MIAMI
invites applications for the position of:

Education Curator-CS-1478

SALARY: \$40,121.00 - \$59,749.00 Annually

OPENING DATE: 04/20/17

CLOSING DATE: 05/20/17 11:59 PM

DESCRIPTION:

The Education Curator creates and implements educational programs to augment and interpret museum exhibitions.

This is highly specialized work assisting the Director and Exhibition Committee to establish the educational component of exhibitions. An employee in this class selects guest artists, instructors and lecturers. This person also works with the Director/Chief Curator on creating the educational component of each exhibition as well as the didactic presentation of art to enhance public access to art. Responsibilities include writing text panels and informational guides for exhibition, developing, implementing, evaluating and/or supervising the museum's educational programs such as organizing school tours; supervising school personnel; teacher training programs; developing special educational programs, organizing adult educational programs, which include lectures, films, symposia, trips, concerts, and other special events related to exhibitions, collections, and the museum's mission; training and supervising docents; acts as liaison with educational agencies. Incumbent works under the general direction of an administrative supervisor, but exercises a large degree of independent judgment in carrying out duties.

ESSENTIAL JOB FUNCTIONS:

Researches and writes interpretative text for exhibitions and school study guides;
Organizes school tours and supervises school personnel;
Organizes teacher training programs;
Develops special educational initiatives;
Establishes and teaches classes; hires teachers; enrolls students;
Prepares schedules;
Invites visiting artists and plans activities for studio space;
Trains and supervises docents;
Plans and implements adult educational programs and other events related to exhibitions and collections;
Supervises museum library;
Completes and assists in grant applications;
Participates in museum and educational professional
Conducts lectures on fine arts or related art subjects;
Writes articles for publication in artistic journals;
Prepares budget;
Represents institution at various conferences;
May supervise volunteers and clerical staff;
Performs related work as required.

Equipment Used/Job Location:

Computer, printer, calculator, copier and other office equipment, A/V equipment such as slide projector, sound equipment, light boards, movie projector, etc.

MINIMUM REQUIREMENTS:

Master's degree in Art History, Museum Studies, Education or a closely related field, plus five years

experience on a professional level in a curatorial or educational department

OR

An equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS:

Possession of a valid Florida driver's license.

SKILLS:

Thorough knowledge of art history, art practices and museum education techniques;
 Thorough knowledge of museum registration methods and curatorship;
 Thorough knowledge of A/V equipment such as slide projector, sound equipment, light boards, movie projector, etc.;
 Thorough knowledge of museum education techniques and resources;
 Thorough knowledge of the objectives, curricula and operation of school systems and other educational institutions;
 Good knowledge of education evaluation methods;
 Ability to create and produce a wide variety of educational programs so as to maintain effective work and high morale;
 Ability to organize and direct programs;
 Ability to complete surveys, assist in grant applications, and complete/compile reports on activities;
 Ability to conduct lectures before various community groups;
 Ability to deal tactfully and courteously with various professional groups, City officials, other employees and the general public;
 Ability to express ideas clearly and concisely both verbally and in writing;
 Ability to understand and follow complex oral and written instructions;
 Ability to operate a computer;
 Ability to drive a car.
 Ability to read and communicate in foreign language as required.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

Position #2013 -00198
 EDUCATION CURATOR-CS-1478
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VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may send email enquiries to personnel@northmiamifl.gov for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday.

APPLY ONLINE: The City's website (www.northmiamifl.gov)

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.
 A COPY OF THE EEO UTILIZATION REPORT IS AVAILABLE UPON REQUEST.
