

City of Roswell

Department: Recreation, Parks, Historic & Cultural Affairs Department

Division: Historic Assets

Job Recruitment Title/Descriptor: Museum Education Lead

City Title: Program Supervisor I (Full-Time)

Purpose:

The City of Roswell seeks a qualified lead museum educator to supervise and engage a team of part-time staff and volunteers towards a dynamic education program for a series of historic house museums. This position is responsible for the development and execution of diverse educational programs for a variety of audiences, interpretational assessment and structure, volunteer engagement and training, and support for special events.

Daily public operations of the Historic Assets currently consists of Barrington Hall (ca. 1842), Bulloch Hall (ca. 1839), and Smith Plantation (ca. 1845). The Historic Assets Division of the Roswell Recreation, Parks, Historic & Cultural Affairs Department is in an exciting position for growth as future plans include development of Mimosa Hall and Gardens (ca. 1847) as well as other historic landmarks within the City of Roswell for an inclusive approach to community preservation, interpretation, and engagement. The City's Historic Assets are a regional tourism attraction; open six days a week.

This position will need to be flexible with work arrangements and mobile between multiple sites as needed. Work schedule will be primarily Monday – Friday; however, a regular Tuesday – Saturday rotation with other full-time staff is required. The work schedule may also be adjusted as needed for events, programs, or future scheduling needs. This position will collaborate with two full-time Coordinators to ensure hospitable customer service and meaningful experiences for all sites.

Examples of Position Responsibilities:

- Develop educational programs and/or tours for various school-age students or homeschooled families. Offer guided tours and programming on a regular basis.
- Oversee staff and volunteer coordination in regards to tour training, facilitation, and customer service expectations.
- Plan educational activities for large-scale special events.
- Develop program and education budgets.

Qualifications:

- Previous experience creating and implementing innovative educational and interdisciplinary programs, both in person and digital, for the purpose of connecting community and a broader audience with the Historic Assets, collections, and interpretation. Demonstrates a knowledge of museum education pedagogy and best practices.
- Detail oriented, organized, with strong communication and interpersonal skills.

- Shows an ability to be responsive and decisive, flexibility to work efficiently with a diverse group of individuals that includes City staff, volunteers, community members, and the public.
- Consistent planning and project management skills with the ability to meet multiple deadlines.
- Demonstrates thoughtful evaluation and judgement of program deliveries in order to gauge success.
- Able to work collaboratively within a large Recreation, Parks, Historic & Cultural Affairs Department, with multiple Divisions, in order to better support Historic Assets initiatives and activities within broader Department goals.
- Appreciates the value of the City of Roswell Historic Assets' commitment to expand and promote inclusive and diverse interpretation that advances meaningful engagement.
- Management of program budgets, relevant data collection and reporting for the funding of initiatives.
- Proficiency in Microsoft Office Suite; familiarity with InDesign is a plus.

Education and Experience:

- Preferred Master's degree in Museum and Gallery Studies, Public History, or Museum Education Certification
- Bachelor's degree in History, or relevant degree, is acceptable with strong proven paid experience in similar field environment.
- Minimum of five years of successful leadership in museum education; minimum of three years of proven staff and/or volunteer supervision.

Other Requirements:

- Able to stand and or walk for lengths of time.
- Job functions may take place both indoors and outdoors, subject to various weather conditions and environments.
- Requirements included in this class specification may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified to perform essential duties of the job.

City of Roswell

Department: Recreation, Parks, Historic & Cultural Affairs Department

Division: Historic Assets

Job Recruitment Title/Descriptor: Museum Education Lead

City Title: Program Supervisor I (Full-Time)

Supplemental Questions and Requirements

- 1) Please provide two writing examples that demonstrates your experience with development and museum pedagogy. Examples may be of educational program lesson plans, interpretive outlines, or docent training material. Preferably, examples will show a wide audience range.

- 2) City of Roswell Historic Assets include three antebellum homes in which the relevant interpretive scope includes the stories of Cherokee removal, enslaved peoples, and the American Civil War. Describe your experience interpreting difficult subject matters and your philosophy for facilitation. Please keep response to one page.

- 3) Describe your experience with leading, or influencing, volunteers as front-line engagement. What do you think a volunteer program adds to an institution and what is the most difficult component to volunteer management? How have you built consensus? Please keep response to one page.