



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MUSEUM EDUCATIONAL COORDINATOR
(HISTORICAL SERVICES)

PARKS, RECREATION, AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for researching, developing and presenting a wide variety of tours, lectures, educational camps and activities interpreting history, with particular emphasis on the local ramifications of that history. Reports to the Historical Site Coordinator.

ESSENTIAL JOB FUNCTIONS

Researches and interprets historical documents, scholarly historical works, and museum artifacts; performs artifact identification; develops and presents hands-on interactive and living history presentations, lectures and special programs, seminars and tours that stimulate visitor learning; develops learning objectives for each program and tailors the materials to be presented to the target audience in accordance with Virginia Standards of Learning (SOL); plans and coordinates education special events and children's camps.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances such as handling admissions and assisting with gift shop purchases.

Performs routine administrative support work; coordinates volunteers, mailings, and networking opportunities. Assists in developing new or special exhibits and interpretive activities, to include the preparation of promotional materials.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Historic Services - Knowledge of the period of history relevant to the site. Knowledge of educational theory and practices.
- Education and Training - Thorough knowledge of the educational techniques, methods, and procedures. Knowledge of modern training philosophies, practices, and techniques. General knowledge of the proper methods and techniques of researching, preparing and disseminating historical information.

- Technology - Knowledge of office equipment and personal computer to include word processing, spread sheet, multimedia presentation and related software to effectively present educational programs and to complete a variety of administrative tasks with reasonable speed and accuracy.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Ability to communicate complex and technical ideas and proposals effectively so others will understand to include preparation of reports, schedules, and documentation. Ability to listen and understand information and ideas presented verbally and in writing.
- Research and Analysis - Ability to analyze, interpret, and apply research findings and recommendations.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Museum Studies, History or related field and 2 yrs. of related museum experience, or an equivalent combination of education and experience. Teaching certification is preferred.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background check to include a local and state criminal history and sex offender registry check, and a valid driver's license with an acceptable driving record check.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.