

CLARK ATLANTA UNIVERSITY
Job Description

Position Title:	Museum Educator
Department:	Clark Atlanta University Art Museum
Reports To:	Museum Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function {Description):

The Clark Atlanta University Art Museum seeks a Museum Educator with experience to work closely with museum's staff to augment and enhance the museum educational priority through programing and curriculum development. The educator is charged with working with faculty and other experts across disciplines to produce rich and accessible interpretive approaches to permanent collection and temporary exhibitions. In addition, they will work with museum staff to manage tours and training of volunteers as well as develop special event programing and social media.

Examples of Duties and Responsibilities:

- Utilize current best practices in museum education with new tools and methodologies, to create interpretation models that integrate the arts into research, teaching and learning across disciplines;
- Work collaboratively with university faculty and staff on educational programs, outreach, publicity, website, communications, marketing, and provide needed materials;
- Collaborate with University educators and museum staff on methods for the presentation of the collection to the public;
- Train museum interns, and volunteers on conducting tours and other educational projects;
- Develop special events and programming, in coordination with museum staff;
- Experience in development & implementation of education and special events programming;
- Give gallery tours and manage Object Study classroom;
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Knowledge, Skills and Abilities:

The successful candidate will have demonstrated:

- Excellent communication skills, written and verbal.
- Extensive knowledge of histories of art, contemporary visual arts, and administrative practices;
- Develop comprehensive educational materials and interpretations;
- Ability to establish and maintain effective working relationships with faculty, staff, visitors,volunteers, donors, collectors, professional colleagues and other Art Museum stakeholders;
- Strong interpersonal, diplomatic, and negotiation skills;
- Proficiency in collections management software, MS Office, Adobe Suites;
- Strong organizational, planning and research skills;
- Innovative, self-motivated team player.

Minimum Hiring Standards:

Education	M.A. or Ph.D. art history, museum studies, art education or related field with a focus on AfricanAmerican art and material culture.
Years of Experience	3-5 years museum experience.
Years of Management/Supervisor Experience	Minimum 2; preferred 4.

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