

Flint Cultural Center Corporation

601 E Second St.

Flint, MI 48503

Job Posting

Job Title: Assistant Curator of Programs – Social Studies
Location: Longway Planetarium / Sloan Museum
Department: Programs
Reports To: Senior Curator of Programs
FLSA Status: Exempt

GENERAL DESCRIPTION

This position assists the senior curator with the planning, development and implementation of programming at Sloan Museum and Longway Planetarium with particular emphasis on history programs. Though the emphasis of this position will be history programming, the Assistant Curator of Programs will also deliver science programming. The programs take place both at the Museum / Planetarium and off-site. The assistant curator of programs may supervise staff members, contract employees and volunteers involved in special programs and / or ongoing programs. As a member of the exhibit committee, the Assistant Curator of Programs may serve as team leader for temporary exhibits as required.

**Job
Description
and
Qualifications:**

PRIMARY RESPONSIBILITIES

- Assists the Senior Curator of Programs and program staff with the planning, development and implementation of public, school and outreach programming in the areas of history and science.
- Serves in a lead position on school and youth programs – delivering classes and workshops to organized groups.
- Supervises and trains program staff members, contract employees and volunteers.
- Working as a member of the exhibit committee assists with the interpretive content of all exhibitions. May serve as team leader for temporary exhibits as required.
- Assists with the development of formative and summative evaluation instruments for programs and exhibits. Responsible for administering evaluation instruments for all programs this position may oversee.
- Works, as needed, with the marketing coordinator on development of educational publications, museum brochures, and interpretive materials.
- Assists with the development of the departmental budget.
- Anticipates and orders appropriate supplies and materials for classes, workshops, Camp-Ins and other programs.
- Attends meetings and conferences pertinent to museum education and programs.
- Serves on the Flint Cultural Center Corporation's Education Committee.
- Works on the recruitment and training of volunteers.
- Assists with the training of guest services personnel relating to program / exhibit content.
- Works with reservationist on scheduling.

QUALIFICATIONS / SKILLS REQUIRED

- ❖ Knowledgeable and supportive of the Museum / Planetarium's mission and programs.
- ❖ Excellent communication skills, both with children and adults.
- ❖ Ability to work well with educators, children and the general public one-on-one and in groups.
- ❖ Ability to work well in a team environment.
- ❖ Excellent administrative skills with ability to handle multiple tasks while maintaining good oversight to details.
- ❖ Willingness to assist with development of applications and administering of grants.
- ❖ Proficiency with Microsoft Office programs.
- ❖ Valid driver's license.
- ❖ Must agree to periodic background checks.

EDUCATION AND / OR EXPERIENCE

- ❖ Minimum requirement of a Bachelor degree in History, Anthropology, Education or related field with interest in science and technology. MA degree in one of the above preferred.
- ❖ Minimum of 1 year of experience in classroom education, museum education or programming.
- ❖ Teacher certification preferred but not required.

Apply To: Email (hr@fcccorp.org) or send resume, cover letter and references to:
Flint Cultural Center Corporation
601 E Second St
Flint, MI 48503

Date Posted: 06/30/17; posting will remain active until filled.

The Flint Cultural Center Corporation is an Equal Opportunity Employer