



CANAJOHARIE LIBRARY

Curator of Education and Public Engagement

The Arkell Museum at Canajoharie and Canajoharie Library seek a Curator of Education and Public Engagement to develop and promote exciting and meaningful experiences that engage audiences with the Museum's permanent collections, changing exhibitions, and regional/state/national history. This is a unique opportunity to work with a Museum/Library partnership, embracing our shared mission with the Canajoharie Library to promote the arts and learning in our immediate, regional, and international community. The Curator of Education and Public Engagement is a key senior staff member who works independently and as part of a collaborative, supportive team. The Curator reports directly to the Museum/ Library Executive Director and Chief Curator. The successful candidate will have the opportunity to make a real difference, and to advance within the organization.

Responsibilities

- Manage and provide inventive content for the website, social media platforms (Facebook, Twitter, Instagram), and email lists that provokes further interest in and engagement with the Museum collections and programs.
- Create, present, and promote Museum programs for adults, families, school groups and tourists including but not limited to tours, workshops, lectures, and performances.
- Develop exhibits for the regional history cases, highlighting lesser known resources in the Museum's collection.
- Expand the education programs by identifying new audiences and interest groups, and by cultivating new partnerships with presenters, regional educational groups, and non-profit institutions.
- Continuously improve the visitor experience as it relates to admission, wayfinding, and access.
- Collaborate with the Library Director on school break and summer programs, and family events.
- Use formative and summative visitor research to develop and evaluate programs and events.
- Recruit and train Museum volunteers and Junior Docents to assist with tours, events, and special projects.
- Negotiate and maintain rental contracts for the shared facility, including business meetings, parties, and community events.
- Work with the Executive Director and Chief Curator to develop and oversee the annual program budget, and write contracts and make purchases according to the approved budget.
- Assist the Executive Director and Chief Curator with Museum exhibitions and collections management.
- Other duties as proposed to, discussed with, and/or assigned by the Executive Director and Chief Curator

Qualifications:

- Master's degree in museum education, museum studies, art history, or related field.
- A minimum of three years of progressive experience in an art or history museum with relevant experience in education/interpretation, public programming, and visitor engagement.

- Proven experience in managing website updates and social media engagements; demonstrated success in using websites and social media to engage audiences.
- Strong public speaking and teaching skills.
- Experience using different strategies for different learning styles.
- Experience providing effective vision and strategic direction relative to museum education, visitor experience, and organization mission.
- Experience managing program budgets.
- Experience recruiting and working with volunteers.
- Well-organized and deadline-oriented, with exceptional attention to detail and follow-through; able to work both in unstructured and planned environments, and in situations where rapid response and instant decision making is required.
- Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, professional colleagues, and other members of the community.
- Digital photography (for social media), computer, database, and desktop publishing skills.
- Ability and willingness to work weekends and evenings, as required.

This position includes an attractive benefits package; salary is \$38,000 - \$42,000 commensurate with experience. To apply, send a letter of application, curriculum vitae/résumé, writing/work samples, and three references to humanresources@arkellmuseum.org. Applications will be reviewed immediately with the hopes of filling this position in April 2019.

The Arkell Museum at Canajoharie and Canajoharie Library are located at 2 Erie Boulevard, Canajoharie, NY 13317. Visit us on the web at www.arkellmuseum.org and www.canajoharielibrary.org.