

Curator of Education

The Delaware Division of Historical and Cultural Affairs (Department of State), seeks an enthusiastic and experienced individual to provide leadership within the museums operated by the State of Delaware. Working with staff at museum sites, and under the direction of the Historic Sites Program Manager, the Curator of Education is responsible for the direction and management of the museum's education services within the Historic Sites team which includes: John Dickinson Plantation, Johnson Victrola Museum, New Castle Court House Museum, The Old State House and Zwaanendael Museum.

The Curator of Education will oversee all aspects of education programming related to individuals, groups and schools within the division's museums. This position will work to raise awareness of the programs offered that highlight the history of the state in regional and national topics, with an emphasis on school programs.

The position is a full-time merit position and will require some evening and weekend time. The position is based in Dover, Delaware, with a hiring salary range of \$39,484.00 - \$41,458.00

Responsibilities:

1. Directs the development and delivery of educational programs and activities, including K-12 school programs for diverse audiences.
2. Works with the Historic Sites Program Manager to develop the division's interpretive plan.
3. Insures that program research, development, and evaluation are conducted according to nationally accepted best practices and standards.
4. Establishes short-term and long-term educational goals and objectives for the Historic Sites team in consultation with staff.
5. Coordinates the planning, training, and implementation of public programs for new and existing audiences to meet division objectives in consultation with Historic Sites, Exhibitions, and Collections staff, partners and community stakeholders as appropriate.
6. Conducts audience research and evaluation tools to measure program effectiveness and determined outcomes. Maintains and analyzes statistics on program attendance and cost.
7. Maintains a visible presence in the local and state professional communities by presenting information about the division's education programs and establishing communication and exchange with other museums with model programs.
8. Works with the appropriate staff on publicity and the development of online and printed education resources.
9. Assists in budget planning and collects data to support program development.
10. Works with Sites' staff and the Historic Sites Program Manager to maintain the division program calendar; coordinates program calendar with exhibition calendar.
11. Establishes appropriate working relationships and lines of communication with State and local Educational Agencies in order to develop pertinent educational programs and teaching techniques designed to enrich and supplement school curricula.

Knowledge and Abilities:

1. Interest in local history and a readiness to learn and expand knowledge of Delaware history.
2. Strong written and oral communication skills with attention to details;
3. Excellent interpersonal skills to work with diverse visitors, residents, volunteers and staff;
4. Strong organizational and project management skills with ability to work independently, proactively and as a team member with ability to work well under pressure and manage multiple programs/deadlines;
5. Computer literacy, particularly in Outlook, Word, Excel, Power Point; and
6. Must have a valid driver's license and be able to work weekends and occasional evening hours.

Position Requirements:

1. Possession of a Bachelor's degree or higher in Anthropology, Archaeology, Art History, Design History, Architecture, Decorative Arts, American/World History, or Museum Studies or related field.
2. Six months experience in museum practices such as collection management, research, exhibit design, management and handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours.
3. Six months experience in cultural or historical research which includes analyzing objects/artifacts and compiling documentary summaries which provide historical contexts for exhibits, programs, tours, historical sites, and artifacts.
4. Knowledge of project management which includes planning, developing, implementing, managing and evaluating projects to ensure objectives are met.
5. Knowledge of interpreting laws, rules, regulations, standards, policies, and procedures.
6. Knowledge of grant writing.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

ALL APPLICATIONS MUST BE SUBMITTED THROUGH: [Delaware Employment Link](#). Closing date: September 26, 2019.

