

MUSEUM EDUCATION PROGRAM REPRESENTATIVE

Museum of Florida History, Tallahassee

Closing Date: March 13, 2023

Requisition No: 792470

Agency: Department of State

Working Title: DOS – MUSEUM EDUCATION PROGRAM REPRESENTATIVE – 45000016

Position Number: 45000016

Salary: \$33,000.00

Posting Closing Date: 03/13/2023

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Department of State

Museum Education Program Representative

Division of Historical Resources

Bureau of Historical Museums

Open Competitive

Minimum Qualifications:

Minimum – Bachelor’s degree in history, museum studies, anthropology, education, or related field.

At least one year experience in an education position.

Submit resume and cover letter detailing related experience.

Preferred

Knowledge of Florida and/or U.S. History.

Skilled in public speaking, writing, and editing.

Ability to plan, coordinate, and present educational programs and events.

Duties and Responsibilities:

Assists in coordinating the statewide Florida History Day (FHD) program.

Responsibilities include serving as a liaison with National History Day (NHD), FHD county coordinators, and participating schools; preparing educational materials and workshops; maintaining the FHD website and social media accounts; marketing the program; and seeking funding sources. Incumbent also co-coordinators the state FHD competition in Tallahassee.

Duties include overseeing event logistics at the host site; recruiting and training judges, volunteers, and staff; managing the contest database as it relates to teacher, student, judge, and volunteer participation; preparing contest materials; and other tasks as needed.

Incumbent also assists with FHD participation at the NHD competition, including assisting with travel arrangements; assisting students, teachers, and family members; chaperoning a student field trip; staffing as needed by NHD; and other logistical tasks.

Develops educational materials, resources, and activities to interpret and enhance Museum of Florida History exhibits, programs, and special events.

Duties include presenting outreach programs, conducting local workshops, and creating publications and lesson plans for statewide distribution for targeted audiences; reviewing resources for accuracy, clarity, and effectiveness; and serving as an educational section representative to Museum exhibit teams.

Manages the Museum's collection of educational artifacts, including the collections database; oversees inventory and ensures that items are accessioned, deaccessioned, catalogued, and curated according to the Museum's education collection policies.

Provides staff support for museum activities and events, serves on committees that further museum goals and objectives.

Performs other work-related duties as required.

For additional information or to apply visit <https://jobs.myflorida.com/job/TALLAHASSEE-DOS-MUSEUM-EDUCATION-PROGRAM-REPRESENTATIVE-45000016-FL-32301/982001700/>