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Vermont Historical Society

Job Title: Museum Educator

State Equivalent Pay Grade: 20

FLSA Status: Full-Time Exempt

Supervisor: Director of Service and Outreach

Last Revision Date: September 7, 2022

General Description: The Museum Educator is responsible for developing, coordinating, and teaching school programs, both in-person and virtual. They administer the Vermont History Day competition. The Museum Educator develops and maintains educational components of exhibitions and oversees the daily upkeep of the History Museum. They serve as the primary liaison between VHS and the Vermont Department of Buildings and General Services (BGS).

Duties and Responsibilities:

- Develops, teaches, and evaluates educational programs that tie Vermont history and the Vermont History Museum to school learning goals.
 - Works with Program Assistant and State House staff to coordinate in-person trips to Capitol Complex
 - Helps manage school/student visitation to VHS locations in conjunction with Program Assistant
 - Develops and teaches hands-on history and virtual program offerings
- Develops, coordinates, teaches, and evaluates the *History for Homeschoolers* monthly programs, both in-person and online.
- Administers the Vermont History Day competition.
- Assists Program Assistant with maintenance and administration of the lending library and curriculum kits.
- Develops and maintains educational components of *Freedom & Unity* exhibit as well as changing exhibitions. Provides support and input to exhibition development overall.
- Serves as liaison between VHS and BGS and other State entities within the Capitol Complex.
- Maintains working relationships with Agency of Education, school community, and individual educators.
- Recruit, train and manage school programs volunteers and interns.

- Other duties as assigned.

Environmental Factors

- Duties are performed in a standard office and museum setting, based in Montpelier, Vermont.
- Certain duties will require heavy workloads and tight deadlines
- Moderate travel requirements may occur, for which a valid driver's license is required and private means of transportation must be available.
- Weekend and occasional evening work will be required.

Qualifications:

- Degree in history, museums, or education with at least 2 years of work experience in a related field. Knowledge of museum education or informal learning and the Vermont educational system is preferred.
- Experience developing engaging programs that link museum objects, exhibitions, and archival materials to learning goals/outcomes.
- Understanding of grade-appropriate application of historical research and methodology.
- Strong verbal and written communication skills.
- Ability to manage and direct work for students, interns, and volunteers.
- Knowledge of current office, museum, and educational technology, especially presentation and virtual platforms.
- Easily engages with students, visitors, and guests.