

# HIGH DESERT MUSEUM

## Job Description

Curator of Interpretation- Programs

### Job Summary:

Provide leadership in creating and managing the delivery of interpretive, exhibit, and school programming for the High Desert Museum. Plan, design, implement and deliver interpretive presentation in all areas of the Museum including formal talks, demonstrations, station interpretation, tours and exhibit driven activities. Design, direct and manage the volunteer interpretive program.

### Responsibilities and Tasks:

- Supervise contractual staff, and interpretive volunteer teams and interns.
- Plan, design, implement and deliver interpretive presentations in all areas of the Museum including formal talks, demonstrations, station interpretation, tours and exhibit driven activities.
- Develop year round interpretive activities to meet the Museum mission to complement exhibits and create valuable experiences for visitors.
- Create and oversee paid public programs.
- Outreach oversight: coordinate staff/volunteers to present at institutions, fairs, and other events taking place on and off museum grounds (excluding marketing outreach).
- Continually assess and improve educational programming to ensure effective delivery of visitor experience.
- Train interpretive volunteers.
- Create and implement a rigorous evaluation program for interpreters and interpretive programs
- Provide programming as needed.
- Curate exhibits as needed.
- Partner with development department to provide content for revenue opportunities: grants, corporate and private donors, etc.

### Responsibilities with Percentage of Time:

- -Manage Interpretive Base Program: Develop and implement a high quality interpretive training program. Manage specific elements of the program: Naturalists (nature walks, etc.), Wild Wednesday, Storytelling, Free Day, and special event programming : 40%
- -Exhibit Related Program Development and delivery: 35%
- -Oversee paid public programs: Group tours, “Lunch & Lectures”, workshops, camp-in program: 15%
- -Outreach- 10%

### Qualifications:

- Bachelors Degree required .Masters degree in Museum Education, Interpretation, or similar preferred. Progressive work experience considered.
- Minimum of three (3) years experience managing education programs in a museum, interpretive center, zoo or similar facility, or one year experience and two years of related coursework.
- At least two years of volunteer management experience.
- Three years experience giving public presentations programs in a museum, interpretive center, zoo or similar facility.
- Administrative experience, including budget development and work plans.
- Demonstrated excellent organizational, communication, writing and presentation skills.
- Demonstrated ability to work successfully in a team environment with a diverse group of staff and volunteers.
- Ability to work flexible hours and days including Saturdays and Sundays.
- Knowledge of and experience in conducting visitor evaluation studies