

Public Engagement Associate

Stanley-Whitman House

Non Exempt

Reports to: Executive Director

January 13, 2023

Position Summary:

The Public Engagement Associate at Stanley-Whitman House is responsible for the implementation of the museum's education and public programs. Programming includes educator-led programs, outreach, after school programs, house tours, events, and assisting with workshops. The Public Engagement Associate delivers curriculum consistent with the mission and vision of the Museum, interpretive goals, and that meets state and national standards. The Public Engagement Associate will work with the advancement, visitor services, and operations teams, volunteers, and museum partners.

Primary duties include:

- **Educator-Led Programs:** Present educator-led programs for visiting K-12 school groups including pre-tour information for teachers, school tour content, and post-tour teacher evaluations. Assist in piloting and testing new educational programs and curricula materials. Align programs with the historic properties, exhibitions, archives, collections and mission of Stanley-Whitman House following departmental models and educational philosophy, and compatible with CT State and 21st century learning national standards.
- **Curriculum:** Assist with the development of curriculum consistent with the mission and vision of the Museum in collaboration with the Executive Director.
- **Educational Outreach and Special Programs:** Develop and present educational activities for a variety of on-and-off-site programs including, but not limited to after school programs, camps, classes and special programs for targeted populations. Participate in related community organizations as appropriate.
- **Professional Development for Teachers and Museum Staff:** Working with the Executive Director, assist in the development, scheduling and presentation of workshops and programs for pre- and in-service professional development for teachers and museum staff. Maintaining current knowledge of educational (both school and museum) theories as well as local and national curriculums and learning standards.
- **Promotion and Marketing:** Assist in the development of education collateral including print and online copy.
- **Experience Team Support:** Perform other responsibilities as assigned by the Executive Director.

Qualifications:

- Associate degree required; Bachelor's or Master's Degree preferred in education, history, public history, museum studies, visual and performing arts, or related fields ideally with a minimum of one year experience.
- 1-2 years of experience working as an educator
- Experience working with the general public, in a museum or other public program setting.

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- Ability to work effectively under minimal supervision and in a team oriented environment.
- Professional organizational, interpersonal, and communication skills (both written and verbal) with the ability to promote collaboration, creativity, and open communication both within the education team and with museum staff, volunteers, general public and external groups.
- Sense of humor and total enjoyment of work is an absolute must!
- Ability to work a flexible schedule as needed including occasional evenings, weekends, and holidays.
- Candidates must maintain a current Connecticut State driver's license, personal automobile insurance and a safe driving record.

Desired Knowledge, Skills, and Abilities:

- Demonstrated excellence in planning, organizational, project and time management skills.
- Knowledge of museum standards as set forth by AAM and knowledge of current best practices and standards in the field.
- Knowledge of Google, Mac, and Microsoft Office applications, and ideally have prior experience working with PastPerfect Museum Software (if none, we will train).
- Must be able to work and/or type at a desk, climb stairs and lift up to 30 pounds.

To Apply:

Part-time position, up to 20 hours per week. Compensation commensurate with experience and qualifications. Qualified applicants should send a letter outlining their interest and qualifications for this position, resume or CV, and a list of three professional references to employment@stanleywhitman.org by January 31, 2023. No phone calls please.

Stanley-Whitman House is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. Stanley-Whitman House conducts third party criminal background checks on all job candidates upon acceptance of a contingent offer. For more information, visit <https://s-wh.org/employment-opportunities>.

Stanley-Whitman House, a living history center, exists to educate through the collection, preservation, research and dynamic interpretation of the history and culture of early Farmington. The authentic programs and events encompass interactive and first-person interpretations of life from 1642 through 1810. Adults, families and schools located in the eight original land areas, are the primary geographic focus: Farmington, Unionville, Berlin, Southington, Bristol, Avon, New Britain, Burlington and Plainville. FMI: www.s-wh.org