

## Human Resources

### **JOB OPENING**

**May 14, 2009**

**POSITION TITLE: ASSISTANT EDUCATOR, INTERPRETIVE MEDIA AND RESOURCES**

**REPORTS TO:**

Head, Interpretive Media and Resources

**STATUS:**

Part-time, non-exempt; approximately 25 hours per week.

**JOB RESPONSIBILITIES:**

To serve as a key educator for the development and review of printed and digital materials related to the Museum's collections, with a particular emphasis on educational resources and in-gallery didactics.

Additional duties include:

1. Assist the Head, Interpretive Media and Resources in developing content which may be re-purposed for printed resources, including but not limited to teacher packets, docent manuals, and in-gallery didactics.
2. Review written materials generated by the division to ensure that copy is in compliance with the Museum style guide; maintain high standards for spelling, grammar and syntax; ensure that the description and context of museum objects reflects sound research and responds to key messages established for the collection.
3. Collaborate with various divisions and departments, including Curatorial, Design, and Marketing, to help realize Education projects and other initiatives.
4. Compile and maintain resource distribution statistics related to Interpretive Media and Resources, as assigned.
5. Represent Interpretive Media and Resources at meetings as assigned.
6. Perform any additional assigned duties.

**JOB REQUIREMENTS:**

Minimum:

- Bachelor's Degree in Art History, English language, or related field
- Exceptional written communication skills
- Proficiency with Microsoft Office software applications
- Proven time-management and organizational skills
- Ability to work independently, under pressure, and resolve complex problems as they arise
- Capacity to interact effectively in a public setting

Preferred:

- M. A. in Art History or Museum Studies
- 2+ years professional employment experience in an art museum
- A working knowledge of best practices in museum interpretation

- Experience in museum program evaluation and visitor studies

Physical Requirements:

- This position is considered to be generally sedentary and may require sitting or standing for prolonged periods of time.

**TO APPLY:**

Please send cover letter, resume and salary history (required for consideration) and/or application ([nelson-atkins.org/images/PDF/employment\\_application.pdf](http://nelson-atkins.org/images/PDF/employment_application.pdf)) to: Assistant Educator-Interpretive Media and Resources, Human Resources, The Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, MO 64111; or email to: [hrrecruiter@nelson-atkins.org](mailto:hrrecruiter@nelson-atkins.org). Fax: (816) 561-3144.

EOE

**INTERNAL APPLICANTS:**

Internal candidates will receive first consideration if they meet the minimum requirements. In addition to submitting the above materials, please fill out a job posting application. This can be found on the intranet or it is available at the Security Command Center. ***On your application we strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess.***

EOE