

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Curator of Education

GR: 106 FLSA: Exempt

DATE: 08/27/2025

DEPARTMENT: Arts & Humanities

DIVISION: Museum

REPORTS TO: Museum Director

APPROVED: _____

JOB CODE: 3033

GENERAL DESCRIPTION:

Under general supervision; responsible for adult, school, community and outreach programs and other educational activities; member of museum planning team for overall management oversight. Performs work of varying complexity requiring broad interpretive judgement within prescribed standards and procedures.

TYPICAL DUTIES:

- Plans, organizes, coordinates and implements a balanced series of programs designed to complement educational mission of museum.
- Stays current with local, state and national trends.
- Contracts with local and regional craftsmen, researchers, speakers, performers, etc.
- Coordinates outreach activities; monitors and evaluates services and activities.
- Recruits, trains, and works with volunteers.
- Schedules activities and support services.
- Works with exhibits team to develop programs and interactive elements for exhibits.
- Participates in grant writing, as needed.
- Prepares publicity.
- Plans and develops record and report systems.
- Contacts with public are frequent.
- Uses clerical equipment, including computer hardware and software.
- Performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Plans for and supervises volunteers, craftsmen and educators.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- Bachelor's degree in history, education, or a related field.
- Three (3) years of experience in museum education or related field.
- Program development experience.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Conceptualize, research, plan, organize, coordinate and direct programs, activities to enhance community cultural development. (Daily)

Effectively review and evaluate program performance. (Daily)

Effectively communicate orally and in writing. (Daily)

Possess and exercise effective negotiation skills. (Daily)

Work independently and complete assigned duties on schedule. (Daily)

Effectively organize the work of self and others. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

Effectively communicate orally and in writing. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Minimum of climbing inclines, uneven surfaces, balance required.

Walking: Frequently, able to get to other offices and various parts of the building.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 50 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential functions.

Color Vision: Adequate to perform essential functions.

Hearing: Frequently perceive nature of sounds by ear.

Speech: Frequently express ideas by means of spoken words.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Works inside the majority of the time at 90% and 10% outside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: Minimal exposure to fumes, dust and odors.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to maintain accurate records.

Ability to organize information and prepare written records.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, computer, copy machine, fax machine, hand tools, printer, telephone, and typewriter.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.