



Job Description

Museum Program Coordinator

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Three (3) years of related experience.

Minimum Education Requirements: Bachelor's Degree History, Education, or a related field.

Department: Recreation.

Direct Supervisor: Museum Manager.

Supervisory Responsibility: Direct (2); Indirect (x)

Primary Work Location: Works inside and outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Responsible for researching, planning, implementing, and evaluating all phases of public education programs and event programming for the four City museums including the museum gift shop, exhibit design, clerical work, and marketing.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan implement and executing museum educational programming; arrange guest speakers, special events, and outreach to school and community events' plan for all grades and special group needs; programs must meet State of Florida educational standards determined by grade or academic requirement.
- Help plan, schedule, coordinate, implement, and evaluate museum classes, workshops, lectures and personally instruct museum education classes.
- Oversee educational programming at Heritage Park through public and private school field trips to the facility.
- Assist in the day-to-day presentation of the museum to visitors and guests; collect admission fees, sell merchandise in the museum store, operate point-of-sale software and hardware, and balance monetary reports for each business day.
- Act as liaison between the museum and various public agencies.
- Plan, develop, secure volunteer participation, write scripts, execute, and analyze special events programming.
- Create and disseminate educational handouts, flyers, and press releases.
- Post events and facts on social media websites.
- Monitor website for spam and analyses, trends, and content.
- Represent the museums at public functions.
- Operate a personal computer and uses applicable software to produce a variety of written materials, graphics, mailing lists, and correspondence.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- History, anthropology, archeology, and basic sciences.
- Local Florida and regional history and the methods and materials of learning and then teaching that history.
- Museum administration/management.
- Modern office practices and procedures.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Bookkeeping and office skills.
- Developing materials for the public.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Work in a team approach.
- Meet and deal courteously with the general public.
- Prepare and deliver public speaking presentations.
- Must be professionally prepared to be one of the most visible representatives of the museum to the public schools, community organizations, and other City staff.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date