

Education Graduate Assistant, McClung Museum of Natural History and Culture

Supervisor: Curator of Education

Job Description

The Museum Education Graduate Research Assistant works with the Curator of Education, serving as an interpreter of the McClung Museum of Natural History and Culture's collection for K-12 students and teachers in the Knoxville metropolitan area. They help to develop and implement dynamic programming for the community, and support the Curator of Education by conducting research on the museum's collections and upcoming exhibitions.

Duties:

- Lead K-12 tours of permanent galleries.
- Assist with set up and clean-up of gallery activities.
- Help keep records for all education programs, evaluation forms, and program requests
- Assist with the management of the education collection's database.
- Support Curator of Education with research of the permanent and education collections, including upcoming exhibitions.
- Research the curriculum of the public schools, specially in social science, science and the arts as background for educational program development.
- Assist in the development and execution of teacher workshop materials, gallery guides, outreach lessons, onsite programming, didactic packets for docent training and other education events organized by the museum.
- Collaborate with Assistant Educator in family programs when needed.
- Assist in weekend programming occasionally (these are scheduled in advance).
- Assist in the training of volunteers as program presenters.
- Assist Curator of Education with other duties as specified.

Required Qualifications:

- Currently pursuing a graduate degree at UT in any field related to the McClung's collection or to education
- Outstanding written and oral communication skills.
- Outstanding organizational and time management skills
- Flexibility and initiative.
- Good interpersonal skills.

- Ability to work independently and in collaboration with museum staff, university faculty and students.
- Fluency in spoken and written English as demonstrated in application materials and interview.
- Proficiency in Microsoft Suite

Preferred Qualifications:

- Teaching experience
- Undergraduate background in anthropology, archaeology, art, education, museum studies, history, biology, or geology.
- Familiarity with curriculum development, learning theory, and cognitive development desirable

Schedule

- The education graduate assistant must work a total of 20 hours per week.
- A Monday-Friday schedule primarily in the morning.
- Work during a weekend program will be occasional and scheduled in advance.

Physical Requirements

- Able to stand for long periods of time during a tour program.
- During guided activities GRA may have to kneel, crouch, lift materials and reach for objects on top shelves.

Instructions

- Send cover letter, current CV/resume and two work or academic references to Leslie Chang Jantz, lcjantz@utk.edu

Application deadline: March 1, 2020