



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Education & Outreach Specialist, ITC	<b>Job Family:</b>	UT014 – Ed Support
<b>Type:</b>	Classified - Exempt	<b>Job Code:</b>	16432
<b>Department:</b>	Institute of Texan Cultures	<b>Salary Grade:</b>	58
<b>Reports to:</b>	Supervisor Title <i>or</i> Based on Department	<b>Created/Revised:</b>	Ex. 9/21/2021
<b>Work Modality:</b>	Hybrid: On-Campus & Remote		

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## Job Summary

To support the ITC’s strategic priorities by developing education programs and other initiatives on a variety of platforms, to serve audiences of diverse interests and needs. Responsible for general and targeted education outreach initiatives supporting ITC objectives and strategic priorities.

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## Core Responsibilities

1. Develops outreach strategies to support the ITC’s educational objectives, including, but not limited to: public programs; UTSA student services; tour and docent programs; and collaborative projects with UTSA and community organizations.
  2. Collaborates with ITC Visitor Services departments to provide docent education and training.
  3. Support ongoing curriculum development for outreach to varying communities the ITC aims to serve.
  4. Assist in the creation of interpretive materials, educational resources, gallery and tour guides, relative to exhibits.
  5. Provides research support to ITC exhibitions and other projects in content, audience, and/or other spheres as appropriate.
  6. Represents the ITC at public-facing University events (e.g., recruitment, orientation fairs)
  7. Works with community partners on special projects.
  8. Other duties as assigned.
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## Minimum Requirements

### Education/Certifications

- B.A. in Education, Art Education, Art, or Museum Studies, or related area.

### Experience

- At least two years of experience working in museums, community or cultural organizations or other relevant settings.
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## **Knowledge Skills & Abilities**

- Ability to maintain a flexible work schedule.
  - Ability to manage simultaneous priorities and meet deadlines.
  - Excellent oral, written and interpersonal skills.
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## **Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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## **Working Conditions**

### **Working Environment:**

- Normal museum environment; may participate in offsite events as needed.
- Occasional exposure to photographic chemicals and those used in handling artifacts.

### **Physical Demands:**

- Sedentary work; sitting most of the time. Walking and standing are required, only occasionally.