

The University of Texas at San Antonio

Job Description

Job Title: Curator of Education

Code: 18085

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Institute of Texas Cultures

Reports To: Head Curator

Summary

- Function: Develops education programs that align with the ITC's strategic priorities.
- Scope: Responsible for curricular integration, tour and docent programs targeted to strategic groups and other outreach initiatives.

Duties

- Typical:
 1. Develops educational programs that align with the ITC's strategic priorities. This includes UTSA curricular integration, tour and docent programs, development of curriculum targeted to strategic groups and other outreach initiatives.
 2. Collaborates with UTSA faculty, staff and students on integrating ITC collections and expertise into UTSA curricula.
 3. Advocates for and supports the creation of programming that promotes and embraces Texan Cultures.
 4. Working in tandem with Development, Communications, Creative Services, and others, collaborates on the development and implementation of virtual and physical educational programs.
 5. Directly supervises ITC staff and student workers, to include hiring, training and conducting performance evaluations.
 6. Other duties as assigned.
- Periodic:
 1. Represents the University to external stakeholders.
 2. Collaborates on grant writing.

Education

Required	Preferred
Master's degree in Museum Education, Art	

Education or related area from an accredited college.	
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Other Requirements

Required	Preferred
Ability to maintain a flexible work schedule.	
Ability to manage simultaneous priorities and meet deadlines.	
Excellent oral, written and interpersonal skills; fluent in various digital technologies.	
Exemplary creativity	

Experience

Required	Preferred
One year of experience developing museum or art curricula curating exhibits, and/or conducting research.	Prior experience developing educational content in an academic setting.
	Grant writing experience.

Equipment

Required	Possible
Excellent computer skills and the ability to use standard office machines.	
Knowledge of the operation of basic equipment used in the field.	

Working Conditions

Usual	Special
Normal Museum Environment.	
Occasional exposure to photographic chemicals and those used in handling artifacts.	

Supervision

Received	Given
General supervision from Head Curator.	May exercise supervision over assigned staff.

Accuracy

Accurate in all phases of the work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.