

STUHR MUSEUM - Position Description

Position Title: **INTERPRETIVE EDUCATOR - H.A.T.S.**

Department: Interpretive Resources

Position Reports To: Director of Interpretive Resources

FLSA Status: Non-exempt

Effective Date: February 1993; Revised: May, 1997, March 2017

SUMMARY:

Instructs public school and home-educated children and other special groups in the history of central Nebraska and the Great Plains. Involves students in hands-on activities to promote a more in-depth understanding of all aspects of life during the late 19th and early 20th century.

Principal Duties and Responsibilities:

1. Instructs public school and home-educated children and other special groups in the late 19th and early 20th century history of central Nebraska and Great Plains. Presents information verbally, often while moving throughout the museum's grounds, using the buildings, train cars, clothing, and animals, and so forth as teaching aids. Involves students in hands-on activities designed to provide a more in-depth understanding of life during the stated historical period.
2. Does preparatory work for classes, including reading, studying, planning, organizing, and updating from individual research and training sessions; chooses appropriate techniques and themes; and adjusts interpretations as needed to meet the needs of each group.
3. Prepares teaching site(s) for classes (e.g., ensures that building is warm, proper materials are available for the class, etc.) and cleans up the site at the completion of the class. Makes sure all food related waste is removed from teaching site daily.
4. Observes students and adults to ensure their safety and security as well as the safety and security of the buildings and artifacts. Takes necessary action to minimize these risks.
5. Answers questions for the students and for the parents, teachers, Para-educators and so forth that accompany the group.
6. Recommends new ideas for interpretive materials, research information, policies and procedures and changes to existing standards and policies regarding H.A.T.S. classes to the Director of Interpretive Resources and the Interpretive Resources coordinator.
7. Researches and writes pre- and post-visit materials for teachers for final review by the Director of Interpretive Resources.
8. Updates knowledge of historical information, teaching techniques, current trends and developments in the field of museum education by reading appropriate journals, books, and other literature and attending related seminars, conferences, and the like.
9. Advises Director of Interpretive Resources of work place problems, maintenance problems with the buildings, safety hazards, etc., procedures, needs, etc.; suggests improvements.
10. Provides and wears proper period costume for the time period area being taught.
11. Attends training classes as scheduled.

12. Staffs museum's special events as assigned.

Minimum Knowledge, Skills, and Abilities

1. Requires knowledge of Great Plains history and ability to teach children at a level normally acquired through completion of a Bachelor's degree in history or education.
2. Requires more than 12 months teaching experience to understand H.A.T.S. teaching program and relevant museum policies and procedures.
3. Analytical ability required to adapt teaching program to various groups and to anticipate safety risk for the children.
4. Communication skills required to teach children and special groups and to answer questions from adults, communicate needs to supervisor, and so forth.
5. Ability to communicate effectively in English both verbally and in writing to teach and communicate with students, visitors, and staff, to research Nebraska and American history, to write educational materials, and so forth.
6. Requires paying close attention to detail for up to 90% of work time when preparing interpretations, teaching, and preparing pre-and post-visit materials.
7. Ability to walk and stand for 95% of work time and lift up to 25 pounds for up to 10% of work time when teaching, preparing the sites, and so forth.
8. Ability to work weekends to staff museum's special events up to 5% of work time.

Working Conditions

1. Frequent exposure to extremes in temperature, dust, and variation in weather for up to 80% of work time when teaching.
2. Exposure to hazards associated with the use of knives, fires, hot stoves, etc. for up to 20% of work time while teaching classes.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. In no way does this job description constitute a contract, implied or otherwise.