

**ALBANY INSTITUTE
OF HISTORY & ART**

Job Description

Position Title:	Education Associate
Department:	Education
Reports To:	Director of Education and Community Engagement
Supervises:	N/A
Created/ Revision Date:	2/20/2025
Job Category:	Staff
FLSA Status (HR USE ONLY):	Hourly and Non-exempt
Pay range:	\$19.50 – \$25.50

Education Associate: The Education Associate's primary responsibilities are to identify and pursue community engagement opportunities, design curriculum-based programming focusing on the museum's permanent and upcoming exhibitions and build long-term relationships. The Education Associate will report to the Director of Education and Community Engagement. This role is a grant-supported 1-year appointment.

Educational responsibilities:

- Lead programs for K-12 school groups including pre-tour information for teachers, school tour content, and post-tour teacher evaluations.
- Build relationships with area educational institutions and engage them in programming.
- Establish frequent and repeatable family and public programs that amplify AIHA's exhibits and events.
- Investigate ongoing trends in local academic and cultural institutions.
- Pilot and test new educational programs and curricula materials.
- Collaborate with the Curriculum Development and Programs Coordinator to develop and present educational activities for after-school programs, camps, classes, and other programs and events.
- Review and update audio tours and docent manuals.
- Maintain current knowledge of educational theories as well as local and national curricula and learning standards.

Collaborative responsibilities

- Advise the Curatorial Department regarding displays, interactive and interpretive text for new long-term exhibitions.
- Assist the Curatorial Department with exhibit research.
- Support Development Department with grant applications as needed.
- Assist in the development, scheduling, and presentation of workshops and programs for pre- and in-service professional development for teachers and museum staff.
- Consult with the Director of Communications regarding marketing collateral, including social media, radio interviews, newspaper articles, ads, and emails.

Core Competencies (Knowledge, Skills & Abilities):

- Excellent writing and public speaking skills.
- Ability and desire to work with learners of all ages and abilities, with special focus on youth, families, and school personnel.
- Ability to communicate professionally with administrators, educators, and the public.
- Curriculum writing for formal and informal environments.
- Knowledge of the use of social media for informal education.
- Availability to work full-time hours (~35 per week) onsite, typically Monday through Friday, AM to 5PM. Scheduled work weeks may differ occasionally and include weekend or evening hours.
- Schedule flexibility for off-hours events and assignments as needed.
- Reliable transportation, including the ability to attend off-site events during the workday.

Education & Work Experience Requirements:

- Coursework or degree in education or education-related field with previous training or teaching experience.
- Experience working with the public, in a museum or other public program setting preferred.
- Experience in developing education programs and curriculum.

Working Conditions and Environmental Factors:

The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as but not limited to toner, office equipment, dust, low noise levels. Position is required to drive vehicle to conduct business as needed and therefore, will be exposed to all types of weather conditions.

Mental and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee needs to be able to read, write and speak English fluently.

The employee will have prolonged periods of sitting at a desk and working on a computer. Additionally, the employee is occasionally required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment as required. The employee must occasionally lift and/or move up to fifteen (15) pounds.

The mental and emotional intelligence demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee must:

- Act as a positive role model and effectively manage emotions and demonstrate tolerance and empathy.
- Demonstrate patience and flexibility with clients and co-workers.
- Ability to handle difficult and challenging situations, multiple priorities, and meet deadlines.