



City of Mason City Programming Assoc PT (Museum)

Class Spec Code	5531	Established Date	01/01/2021
Last Revised Date	08/07/2024	Effective	08/07/2024
Salary Range	\$16.50 - \$17.63 Hourly	Bargaining Unit	Non
EEO	EEO4- Paraprofessionals	Occupational Group	NON
FLSA	Non-Exempt	Benefit Code	N/A
Physical Class	Drug Test		

Summary

This part-time hands-on position educates public of all ages by teaching classes, general Museum programming, and guided tours. Performs routine studio work in planning, organizing, administering a variety of special community, educational, cultural or other special events programs. Acts as secondary staff or third staff on periodic evenings and weekends while teaching classes or working in the studio.

Essential Duties

- Instructs classes in the Museum including, but not limited to: Adult Classes, Children's Classes, Artful Birthday Parties, Camps, Programs, and Retreats.
- Represents the Museum during outreach activities and outreach classes.
- Acts as a docent for Museum-led tours during regular scheduled hours of work.
- Administers Kids Club and associated duties.
- Acts as a studio manager in conjunction with other Programming staff. Responsible for determining materials, equipment, facility, instruction needs for each programming event or class, ordering appropriate equipment and supplies for classes and studios, and coordinating with other staff members.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.

- Assists the Museum Curator in the installation and organization of the School Art Show.
- Responds to public inquiries about special events made by telephone, correspondence, or during public meetings.
- Develop and provide input for the creation of brochures, flyers, news releases, and other promotional materials for classes and other Museum programming related to educational opportunities. Maximizes community participation in programming events and classes and responsible for stability or increase in programming revenue. Responsible for quality and quantity of classes offered.
- Must be able to follow and understand safety rules and regulations.
- Attends work regularly at the designated time and place.
- Performs other duties as assigned.

Minimum Qualifications

Education and Experience:

1. Graduation from high school or GED from an accredited institution of higher learning.
2. Experienced in one or more fields of art mediums, such as painting, drawing, sculpture, or print making.
3. One (1) year experience working as an instructor, preferably in art.
4. Formal instruction in various mediums of art is desired. Associates degree or 60 hours of college level coursework from a recognized accredited institution in a related area is a plus.
5. Working knowledge with Microsoft Word, Excel, graphics, and desktop publishing.

SPECIAL REQUIREMENTS

- Valid driver's license or ability to obtain within 30 days of assignment. Must maintain compliance with City's Administrative Policy on Operation of City Vehicles (AP 5.03).

Knowledge, Skills & Abilities

Knowledge, Skills and Abilities:

1. Considerable knowledge of art practices and methods; instructional techniques, and knowledge of educational methods, working knowledge of computers.
2. Skill in operating the listed tools and equipment.
3. Ability to perform job responsibilities in an accurate and efficient manner.

4. Ability to develop and administer varied activities involved in educational and special events programs related to Museum programming.
5. Ability to establish and maintain effective working relationships with employees, supervisors, students, and the public; ability to communicate effectively verbally and in writing.
6. Ability to follow verbal and written instructions, prioritize and problem-solve, make decisions, work independently, and be self-directed in completing job duties.

General Position Information

TOOLS AND EQUIPMENT USED

Standard office equipment and relevant software, art studio and gallery tools/equipment such as ceramics equipment.

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. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 60 pounds. Specific vision abilities required by the job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually very quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application and resume, rating of education and experience; oral interview, background/reference check; post-offer drug testing; job related tests

may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position Specifications

Department: Charles H MacNider Museum

Union: No

Civil Service: No

Exempt: No

Works under the general supervision of the Museum Director.