

Ministry: Small Business, Tourism and Culture
Branch: Royal BC Museum
Location: Victoria

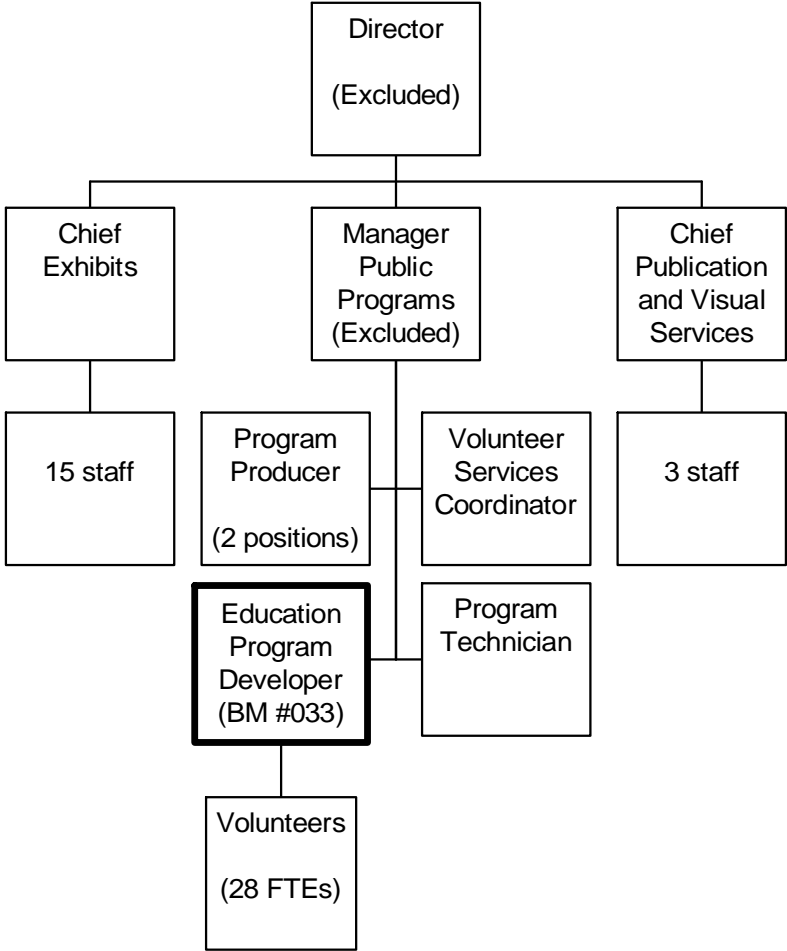
Working Title: **Education Program Developer**
Level: Range 24
Classification: Heritage Resource Officer

PRIMARY FUNCTION

To develop, coordinate and evaluate educational programs for the Provincial Museum.

JOB DUTIES AND TASKS

1. Develops, coordinates and evaluates educational programs for the Provincial Museum
 - a. develops school programs consistent with museum programs and school curriculum and provides advice to curators, teachers, etc.
 - b. persuades museum staff, school district staff, and others on how museum education programs meet curriculum requirements
 - c. conducts and leads focus groups to ensure education programs meet stakeholder and partner requirements
 - d. drafts program policies, establishes program goals and sets standards
 - e. schedules and coordinates school programs in conjunction with curators and other museum staff
 - f. develops program materials including researching information on a subject, writing lesson plans and brochures and compiling informational materials
 - g. conducts educational programs
 - h. conducts tours to give lectures and presentations in local museums and schools
 - i. rewrites exhibit information with curators for educational purposes and for different age groups
 - j. coordinates special event days
 - k. evaluates effectiveness of programs delivered and recommends changes and improvements
2. Develops and administers program plans and part of a program budget
 - a. delivers public programs, special events and school board programs
 - b. develops and implements programs for special needs students such as home based students
 - c. develops annual program plan
 - d. exchanges information with schools and community groups regarding programs
 - e. recommends budget changes for programs
 - f. ensures that expenditures for school programs and speaking tours are within budget
3. Provides guidance and training to volunteers and staff
 - a. schedules and directs volunteers
 - b. trains and evaluates volunteers and museum staff in communication skills (28 FTEs)
 - c. conducts field trips (on occasion) to train and provide volunteers with local information relevant to museum displays and programs
4. Performs other related duties
 - a. sets up and maintains educational program files and records
 - b. drives a vehicle to (regularly) and travel to local museums and schools to give lectures



REASON FOR CLASSIFICATION

Benchmark Job #033

Job Title: Education Program Developer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of educational programming to plan, research, develop, and review museum educational programs, establish goals and set standards.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate all museum educational programs, including programs for special needs students</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic negotiation skills to persuade schools and local museums that museum and education programs meet curriculum requirements.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to give lectures in local museums and schools.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general policies, educational standards, school curriculum and museum resources, plan and evaluate museum educational programs, goals and standards, and recommend changes.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to administer part of the Public Education Program budget for the Provincial Museum and ensure expenditures are within budget.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user information system for records on education programs.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #033

Job Title: Education Program Developer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of volunteer workers (28 FTEs).	CH	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to plan and administer educational museum programs for the public's enjoyment.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to produce reports and spreadsheets.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus on computer screen to produce reports and spreadsheets.	C	12
12	SURROUNDINGS Exposure to all weather conditions on field trips occasionally.	A	2
13	HAZARDS Limited exposure to hazards from regular driving to provide lectures at local museums, schools and on field trips.	B	4

Total Points: 863.5

Level: Range 24