



Museum Educator

Position: Museum Educator
Department: The Heritage Center
Supervisor: Executive Director Of The Heritage Center
Status: Full-Time
Classification: Exempt
Prepared By: Executive Director Of The Heritage Center

Mission:

The Mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture. RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders tomorrow with competence, conscience, and compassion.

Position Summary:

The Heritage Center (THC) Museum Educator, in consultation with the Director and Curator, develops then implements museum educational programs. Programs include family and school programs, public events, gallery materials and activities, virtual programming, and teacher-led programs. The Museum Educator will be responsible for formulating, evaluating, coordinating, and executing all aspects of a comprehensive strategy for THC's educational program.

RESPONSIBILITIES AND DUTIES:

I. Essential Duties:

1. Plan, implement, and evaluate all THC education programs, materials, and curricula.
2. Manage educational initiatives, community outreach, school programs, and summer programs.
3. Work collaboratively with essential staff to fully coordinate and support school tour programming.
4. Work with Curatorial staff in planning educational related content for exhibits, and THC's website.
5. Regularly provide programmatic input to the Vp of Communications and Communications personnel to assist in marketing education and volunteer programs.
6. Apply current museum educational trends and theories to all programming.
7. Work collaboratively by demonstrating leadership and collaboration across all THC and RCIS departments.



8. Display effective interpersonal and verbal communication skills when communicating with teachers, students, parents, THC staff and the general public.
9. Regular and reliable attendance.

II. Additional Functions:

1. Conduct evaluation for programming, reiterating and adapting programs with evaluation results in mind.
2. Conduct research and outreach to local and regional schools, with the aim of engaging more teachers and school groups for educational programs.
3. Develop online educational resources and a range of curriculum materials aligned with grade-level standards to be used by teachers to prepare students from pre-K to college level for visiting THC.
4. Work with THC's staff and other stakeholders to develop short- and long-term plans for new and enhanced education and public programs at THC.
5. Other duties as assigned.

III. COVID-19 Era Special Functions:

1. Lead THC staff and coordinate with other departments on organizing and shifting to virtual or hybrid presentation of programs.
2. Lead THC staff on establishing evaluation tools for all THC programming.
3. Assist in the Gift Shop as needed.

POSITION SPECIFICATIONS:

A. Qualifications:

1. Bachelor of Arts required/Master's preferred in Art History, Art Education, Native Studies, Museum Studies, Fine Art, or related field, and three years of relevant museum experience; or equivalent combination of education and experience.
2. Experience organizing public programs as well as gallery lectures and/or classroom teaching.
3. Working knowledge of current museum education practice and theory.
4. Experience with Native histories and cultures, as well as contemporary and historical Native art.
5. Ability to work well with diverse individuals and groups, as well as alone.
6. Proficiency with Apple- and PC based software and hardware.
7. Ability to handle multiple tasks and complete each with precision.
8. Flexibility to work some evenings and weekends.

B. Physical requirements: Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—65% of work time, standing, walking—25% of work time, bending at the waist and lifting less than 5 lbs.—5% of work time, bending at the waist and lifting 5-15 lbs. 5% of work time.



Closing Date: Open Until Filled

Starting Base Annual Salary Range: \$ 38,000- 42,000. DOE. – Depends on Education and Experience

To Apply

Email or Submit; cover letter, resume and General Application with any supporting documents to:

Lisa Swallow, *Director of Human Resources*

Red Cloud Indian School

100 Mission Drive

Pine Ridge, South Dakota 57770

lisaswallow@redcloudschool.org

message (605) 867-5491 ext. 2213