

Lyndon Economic opportunity AmeriCorps Program

Position title: Museum Educator

Name and address of sponsoring organization:

**Old Stone House Museum & Historic Village
109 Old Stone House Road
Brownington, VT 05860**

This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). LEAP is a national service program that places AmeriCorps members with non-profit organizations throughout the Northeast Kingdom (NEK) of Vermont to support those organizations in building capacity and expanding their services that many communities rely on. LEAP members deliver direct service to local youth in the form of PreK-12 STEAM educational programming. LEAP supports members in their path to educational and career attainment through direct service, on-going trainings, and professional development opportunities offered during the service year.

Your organization's mission and goals of the AmeriCorps position(s):

The Museum Educator will be charged with updating the museum's tour outline for mixed-age tour groups as well as designing and implementing a tour outline for school-age groups. The Museum Educator will give daily tours to a variety of audiences, including mixed, pre-scheduled groups and school groups. The Museum educator will develop a STEAM focused tour option specifically for school groups. This tour option will include highlights of our Rufus Porter mural collection, chalk dust paintings, foil art pieces, many of Alexander Twilight's educational scientific experimentation tools, the pre-mechanized hand and farm tools on display, and some of the cartography instruments used by the early road-makers in the region. The Museum Educator can build this tour option further to include post-tour activities for school children based on the STEAM-related items highlighted in the tour. Activities may include art projects, or the use of replica tools and/or instruments to perform a task common in 19th century work.

The Museum Educator will also hire and supervise two to three "middle school museum professionals". This is a new initiative the museum is undertaking with funding support from the Vermont Community Foundation. The Museum Educator will assume the supervisor role to these three young people as they learn the job of being tour guides, research assistants and museum professionals in training. The Museum Educator will be involved in this project from the very beginning of the process. The Museum Educator will: help to create the job descriptions for the middle school museum professionals; post the positions in local schools, libraries and community hubs; interview candidates for the positions; hire for the positions; and oversee the positions through the summer season. The Museum Educator will help to train the three middle school museum professionals in all areas of their position, including giving tours, conducting research, helping deliver educational programming, planning season events, and more. The Museum Educator will survey the middle school professionals and help to match their emerging interests with a permanent staffer at the Old Stone House Museum & Historic Village. The middle school museum professional will help shadow and assist the permanent staff person with guidance and supervision from the Museum Educator. The overall intent of this portion of the Museum Educator's

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service is to help build awareness and exposure; that the field of museum studies and careers to follow is a worthy and feasible pursuit, as is service through the AmeriCorps program!

Lastly, the Museum Educator will work with the Collections and Archive team to organize and cultivate thematic collections to be used for educational purposes by our education staff. These duties include: Identifying specific collections to be used for educational purposes; developing interpretive materials to be used in K-12 educational programs; and creating questions and other interactive activities to facilitate audience engagement among school groups. In conjunction with the Collection Team, the Museum Educator will assist in creating online finding aids for use in curriculum development and delivery, as well as a general educational tool for educators in their classrooms.

The Museum Educator will serve closely with:

1. the museum's registrar to conduct research, create finding aids and develop themes within the collection,
2. the Associate Director of Collections & Interpretation and Associate Director of Operations in doing collections-related tasks, including creating interpretation and exhibit structures, and
3. our Associate Directors of Onsite and In School Education will also serve as close partners to this AmeriCorps position. These positions will help the Museum Educator translate their service in collections into programming outreach during the summer programming season.

~STEAM~

The Museum Educator will engage the community in numerous STEAM educational activities. The museum tour outline that the Museum Educator will be designing - especially the outline built for school-age groups - will highlight all the 19th century science, technology, engineering, art and math components of the museum collections on exhibit. These items and themes will be NUMEROUS, since Alexander Twilight was an educator who believed fervently in the power of experience and experiment to teach children. The museum's Orleans County collections also serves as a rich framework for STEAM studies, including tools and simple machines used in 19th century agriculture and handiwork. The STEAM highlights within the tour outline can be used in conjunction with the museum's educational program, specifically the work of the Child & Family Educator. Working together and under the supervision of permanent museum education staff, the two AmeriCorps positions can develop a series of activities and programs around STEAM aspects of the museum's collection with replica hands-on tools, historical contexts and related activities. Onsite opportunities for programming engagement will be weekly Kids' Fridays, Time Travelers' Day Camps, visiting school groups, Spring Field Days, one-off day programs, and more.

Essential Functions of Position (applicant must be able to perform-may be in bulleted form):

- Update the general tour outline, with highlighted STEAM components
- Design and implement the school-age tour outline, with highlighted STEAM components
- Facilitate tours for mixed-age groups, school groups, etc.

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- Assist the museum's Executive Director and AD of Collections & Interpretation with developing a job description and hiring platform for the 2-3 middle school museum professionals
- Conduct interviews with candidates for the middle school positions
- Hire, train and oversee the new middle school museum professionals
- Give STEAM tours
- Assist Collections, Archival and Education teams in organizing and making collections available for educational use in curriculum
- Enhance accessibility through the digitization of collections and the creation of item descriptions
- Identify collections materials to be used for outreach through a monthly public history column written by the Associate Director of Collections and Interpretation

Marginal Functions (second to essential functions, negotiable, as time allows-may be in bulleted form):

- Help keep the common spaces inside the museum and office building clean and organized, as related to the position description
- Help open the museum buildings for visitors daily
- Help organize the physical collection inside the museum, archive and other storage spaces when needed, as related to the position description
- Help set up exhibits when needed, as related to the position description
- Help set up and take down event infrastructure as needed, as related to the position description

Desired Qualifications (requirements-may be in bullet form):

- Leadership abilities, including volunteer coordination, taking initiatives, operating independently and in a group when necessary
- Solid habits of work. Candidate should welcome hard work, challenges and researching, creating and implementing
- Ability to take direction. Candidate should welcome suggestions and constructive criticism from colleagues and supervisors
- Experience working with the public, especially children.
- Experience with or willingness to speak publicly, in the setting of giving tours or training others to do so
- Experience working with adolescents
- Willingness to collaborate, work within a group and help where and as needed
- Ability to think creatively around how objects might be used as educational resources
- Ability to identify themes among disparate items in the collection

LEAP Minimum Qualifications:

- Be a US citizen (or have permanent resident status; call with questions about this);

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- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check, FBI Fieldprint fingerprinting, AHS Child and Adult Abuse Registry check, and Truescreen background check;
- Be committed to the Lyndon Economic opportunity AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required training and events;
- Be committed to participating in the LEAP data collection process;
- Complete bi-weekly electronic timesheets through OnCorps;
- Participate in member service 1-2x per term evaluation process.

Benefits of Service:

- Education Award upon successful completion of service for those eligible
- Student loan forbearance
- Training opportunities through host site, LEAP, and SerVermont
- Access to Schools of National Service and AmeriCorps alumni network
- FT members: access to health care and childcare
- Access to 3SquaresVT SNAP benefits

Service Conditions (Identify the conditions under which the position must be accomplished; e.g. primarily outdoors, in schools, daily hours, etc):

Indoors and outdoors, during the Museum's open-to-visitors season, Wednesdays-Sundays, 9-5.

Position begins: April 1, 2023

Position ends: August 31, 2023

This position is: (check one)

___ **Full Time:** Requires 1,700 hours for an average of 36 hours per week for one year. Member will receive a living allowance of \$19,500 (pre-tax), and an education award of \$6,495 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

X **Half Time:** Requires 900 hours for an average of 20 hours per week for one year. Member will receive a living allowance of \$8,000 (pre-tax), and an education award of \$3,247.50 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance and various training opportunities.

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Quarter Time: Requires 450 hours of service. Member will receive a living allowance of \$4,000 (pre-tax), and an education award of \$1,718.25 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

Other: please contact LEAP by phone to discuss any other slot types that may be of interest.

This position (check one)

does

does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply:

For questions about this position or to send additional materials:

Dr. Spencer Kuchle, Associate Director of Collections & Interpretations,

collections@oldstonehousemuseum.org, 802-754-2022

Application deadline: April 1, 2023

Additional information on AmeriCorps is available at www.americorps.org.

The Lyndon Economic opportunity AmeriCorps Program (LEAP) is hosted by Northern Vermont University on the Lyndon campus and is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.