

Position: **Benchmark Job #033**

Ministry: Small Business, Tourism and Culture

Working Title: **Education Program Developer**

Branch: Royal BC Museum

Level: Range 24

Location: Victoria

NOC Code: 5124

PRIMARY FUNCTION

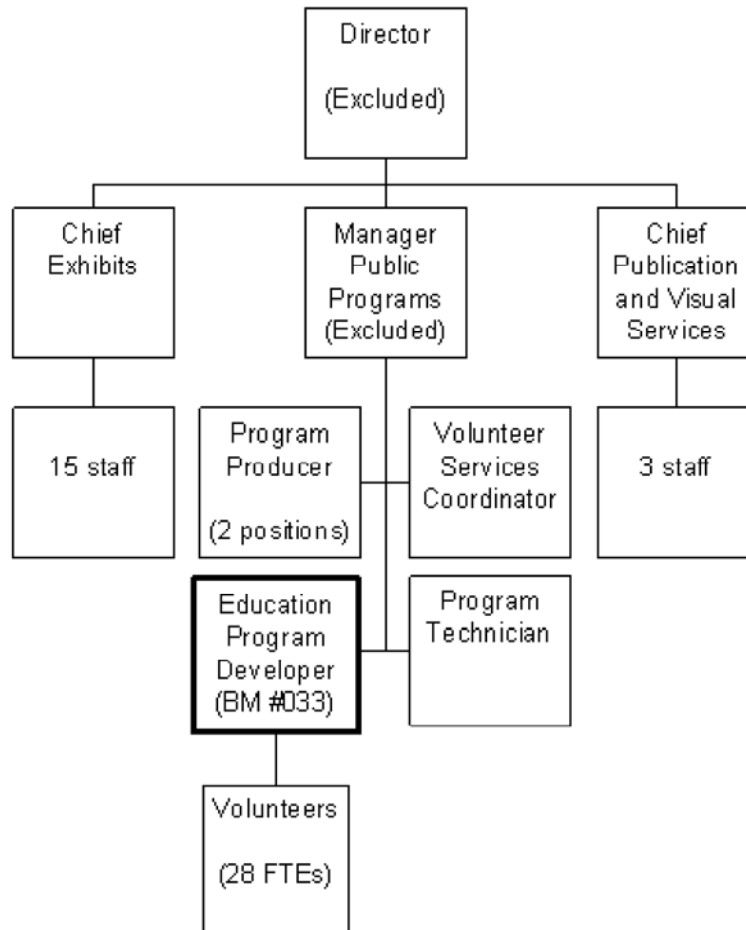
To develop, coordinate and evaluate educational programs for the Provincial Museum.

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>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</p> <p>Judgement to plan, organize and evaluate all museum educational programs, including programs for special needs students</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>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</p> <p>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</p> <p>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</p> <p>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

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user information system for records on education programs.	C	15
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

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