

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3808300

Museum Instructor, Grade 14

Brief Description Of Class

Museum Instructors are responsible for planning and conducting programs and activities within the overall education program of the New York State Museum. In addition to guided museum tours, film and lecture presentations, field trips and seminars for teachers and students, these activities include a loan kit program and an educational leaflet program. The education program deals with the subject matter encompassed within the exhibits, collections, scientific and historical interests of the State Museum and is designed to introduce, enrich or otherwise augment subjects already in the school curriculum.

These positions are only found in the State Education Department (SED).

Distinguishing Characteristics

Museum Instructor: full performance level; under general direction from higher level staff, incumbents instruct students of various age and educational levels, and other visiting groups, in the nature and significance of exhibits; employ an instructional technique emphasizing the use of three-dimensional materials, reading materials, and an ecological approach in teaching natural science concepts; and may provide guidance and training to other Museum Instructors and volunteers.

Illustrative Duties

- Plans and delivers New York State Museum classes, instructional programs, and public programs.
- Schedules and provides classroom instruction sessions through face to face and via distance learning formats.
- Develops teacher guides, instructional lessons, programs, and techniques for classroom use based on New York State standards with an emphasis on utilization of the New York State Museum collections and exhibits.
- Prepares promotional and informational booklets and materials for use by school teachers to supplement or substitute for direct New York State Museum classroom instructions.
- Conducts research, collects and reviews reading materials.

- Participates in the development of New York State Museum exhibits and major special events.
- Develops the curriculum for New York State Museum summer programming initiatives and after school enrichment programs.
- Provides programs and services to schools.
- Participates in the maintenance, procurement, and organization of the teaching collections.

Minimum Qualifications

Open Competitive: Bachelor's Degree or higher, and one year of full-time experience in the development and/or implementation of educational or public programming in the subjects of history, art, or the sciences within a museum or cultural Institution. The term "cultural institution" does not apply to any for-profit or not-for-profit corporation or organization which does not preserve and/or promote cultural collections.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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