

## **KAWERAK POSITION DESCRIPTION**

DIVISION: Administration  
JOB TITLE: Curator of Educational Programs  
POSITION STATUS: Regular, Full Time  
EXEMPT STATUS: Non-exempt  
PAY SCALE GRADE: 13-14-15-16  
REPORTS TO: Cultural Center Director

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Plan and coordinate public and educational programming that complements Cultural Center exhibits, mission and regional interests.
- 2) Develop policies, procedures & guidelines for educational programs at the Cultural Center.
- 3) Develop public classes and programs; hire instructors and volunteers; write and process contracts and culture bearer honoraria; set up and maintain class enrollment.
- 4) Oversee publicity for Cultural Center programs using public announcements, news releases, the Cultural Center website, our Facebook page, and Cultural Planners Group email lists.
- 5) Produce visually attractive project information and summaries for educational events (flyers, posters, etc.).
- 6) Design educational curriculum, Cultural Center educational tools, and educational loan materials and kits.
- 7) Coordinate, schedule and lead educational presentations for school age children and adults.
- 8) Develop, schedule and lead educational tours through the Cultural Center;
- 9) Develop and oversee the production and distribution of educational materials, brochures and posters.
- 10) Train and supervise educational program staff, interns and volunteers.
- 11) Provide program information for Cultural Center newsletter, publicity, and public presentations.
- 12) Coordinate cultural preservation projects, preparing grant/donation applications, implementing project goals and objectives, preparing grant and project reports.
- 13) Maintain Cultural Center's relationship with public and private schools in the region.
- 14) Communicate with tribal governing bodies to coordinate project activities in the region.
- 15) Purchase materials for educational programs.
- 16) Other duties as assigned by the Cultural Center Director.

### **QUALIFICATIONS:**

1. Bachelor's Degree in the field of Alaska Native Studies, Inupiaq, Central Yupik, St. Lawrence Island Yupik, Heritage Resource Management, Education, Linguistics, Art, Anthropology, History, Social Science, Museum Studies, or Rural Development is preferred

2. Experience engaging multigenerational audiences in presentations or programs.
3. Effective writing, budgeting, research and communication skills.
4. Knowledge of the Bering Strait Region people and history required.
5. Ability to work effectively with people from diverse backgrounds.
6. Strong computer skills using Microsoft Word, Power Point, Publisher & Excel.
7. Experience producing work content for social media sites such as Facebook or Twitter.
8. This position is subject to requirements regarding criminal and civil child protection history established by Kawerak as incorporated from the Alaska Barrier Crimes Act AS 47.05.310-47.05.390,7 AAC 10,900-10.990 A background check clearance is required, including fingerprints, and the employee's name will be submitted to the background check unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be compiled with at all times in order to remain in the position.
9. Must be willing and able to travel.

**Native Preference per Public Law 93-638**

**Approved (06-06-16)**