



DEPARTMENT OF

ARTS BUSINESS AND CULTURE

Education Curator

Salary: \$49,185
Type: Exempt
Benefits: Full Benefits
Closing Date: Open Until Filled

About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

Profile

Under the supervision of the Salisbury Zoo Director, the Education Curator manages all facets of the Education Department. Responsibilities include, but are not limited to, the planning, development and administration of all education programs and events. Prepares and oversees the education budget. Supervises education staff, interns, docents and volunteers. Performs other duties as assigned.

Preferred Education

Bachelor's Degree.
Education or Environmental Education degree preferred.

Preferred Experience

Three years' experience in environmental or outdoor education or related areas.
Two years' supervisory experience required.

Requirements/Certifications

Strong organizational skills, the ability to communicate effectively, attention to detail and willingness to work as a team.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury - Classification Description

Classification Title: Education Curator
Department: Arts, Business and Culture
Date: 3/23/2023
FLSA Status: E

Type: Team Member
Pay Grade: 9

Position Profile Under the supervision of the Salisbury Zoo Director, the Education Curator manages all facets of the Education Department. Responsibilities include, but are not limited to, the planning, development and administration of all education programs and events. Prepares and oversees the education budget. Supervises education staff, interns, docents and volunteers. Performs other duties as assigned.

Duties and Responsibilities

Administration/ Project Management – Initiates and manages projects to completion. Accomplishes tasks and responsibilities effectively

- Develops, promotes, administers, assesses and evaluates education programs both on-site and off-site for all age groups.
- Coordinates education programs with other organizations and institutions including MSDE, local education boards, local environmental organizations, AZA, etc.
- Prepares and maintains the education division's annual budget; secures additional funding through grants, endowments, sponsorships and program fees.
- Maintains the Education Center and all holding areas for the ambassador animals including equipment and information.
- Oversees the care and handling of new and existing education ambassador animal collection; prepare, provide and monitor prescribed animal diets; follow accepted protocols for cleaning and holding enclosures.

Skill Proficiency/ Planning – Effectively organizes, shares and archives program and event details.

- Develops and implements strategic planning for the education division.
- Works to increase Zoo recognition within the professional community by cultivating and developing partnerships (e.g., local media, school board officials, formal and informal educators and community leaders).
- Manages the acquisition of new additions to the ambassador animal collection.
- Assist Zoo Director and Marketing Outreach Manager in public relations, fundraising activities and event planning.

Leadership/ Asset Builder - Leverages the strengths of others to achieve common goals and position team for growth and stability

- Supervise and motivate division employees, volunteers and interns.
- Conducts interviews; hires; assigns and direct work; maintains timesheets.
- Act as the Zoo's education representative at public events.

Stewardship/ Systems – Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.

- Conducts performance appraisals.
- Addresses and resolves personnel complaints.
- Keep Zoo Director informed of new trends or technology as well as any unusual detrimental conditions and process problems.

Development/ Staff Development Participate and provide opportunities to engage in professional development and staff development

Position – Arts, Business and Culture

- Coordinates professional development opportunities for teachers and other environmental educators.
- Trains employees, volunteers and docents on proper animal handling and programming guidelines.
- Schedules attendance at all training courses.
- Keep informed on current Zoological education and collections by attending workshops and educational programs or reading specialized literature.

Performance Expectations

- **Communication** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork** Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving** Improves, designs, refines, and invents criteria to resolve problems. This combines creative and critical thinking skills.
- **Initiative** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree. Education or Environmental Education degree preferred.
- Three years' experience in environmental or outdoor education or related areas.
- Two years' supervisory experience required.

Certificates, Licenses, Registrations and Skills

- Valid State Issued Driver's License.
- CPR/First Aid Certification or ability to obtain within 60 days.
- Successful completion of NIMS ICS 100, 200, 700 and 800 or ability to obtain within 60 days.
- Knowledge of the City of Salisbury's policies and procedures.
- Knowledge of Zoological policies and practices regarding education program development and implementation.
- Effectively communicate with the public courteously and tactfully at all times.
- Effectively communicate and maintain effective working relationships with other staff members.
- Knowledge of animal collections.
- Accurately prepare and maintain documents, records and education materials.
- Effectively prioritize and multitask with attention to detail.

Physical Requirements

- Work environment involves everyday risks or discomforts which require normal safety precautions.
- Work requires the physical demands associated with the position including walking, sitting, standing, sometimes for extended periods of time, lift and/or move up to 80 pounds, and working outside in extreme heat and cold.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.