

The Valentine Employee Job Description

Position Title: Interpretive Resources Coordinator¹

FLSA Status: Exempt²

Salary Range: \$53,000.00 - \$58,000.00

Grant Funded Position: 100%

Position Funding: This position is part of a \$1.2 million grant from the Mellon Foundation. Overall project outcomes include reimagining the studio of Edward Valentine, sculptor of Lost Cause iconography; planning for reinterpretation of the Wickham House, a former site of enslavement; and providing deeper understanding of the Jim Crow era through powerful public experiences and expanded online resources. New research will encourage a broader and more honest interpretation of the history of both the Richmond region and the Valentine Museum.

General Responsibilities:

The Interpretive Resources Coordinator is a two-year grant-funded position responsible for developing and managing an interpretive resources plan for the Valentine Studio and Wickham House projects in alignment with project goals, as well as for existing resources, ensuring cohesion across museum initiatives. This position will collaborate with members of the Education & Engagement and Collections departments to translate project goals, programming objectives and exhibition content into interpretive resources to be used by both museum staff and the public. Resources include but are not limited to interactive maps and timelines, research guides, lesson plans, video/ audio media, oral history transcriptions, online image galleries etc.

Reporting Supervisor: E. Claiborne Robins, Jr. Director of Education & Engagement

Positions Supervised: N/A

Core Job Responsibilities and Duties:

1. Collaborate with members of the Education & Engagement and Collections departments to develop, manage and assess an interpretive resources plan for the Valentine Studio and Wickham House projects in alignment with project goals, as well as for existing resources, ensuring cohesion across museum initiatives.

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

2. Translate exhibition content, museum collection resources and historic narratives into interpretive resources to be used by museum staff for programming and tours with student and adult audiences.
3. Develop interpretive media to be accessed by the public for educational purposes, including but not limited to interactive maps and timelines, research guides, lesson plans, video/ audio media, oral history transcriptions, online image galleries etc.
4. Work with freelance consultants including artists, graphic and web designers, videographers, etc and Valentine staff on production of resources.
5. Work with the Museum's PR & Marketing department, Director of Education & Engagement and web developers to create a content management system for resources and ensure that media assets are uploaded and metadata is tagged, ensuring accessibility and usability by staff and the public.
6. Develop use tracking, evaluation and assessment processes for public interpretative resources and gather and organize program statistics for museum reports
7. Serve as an advocate for museum audiences, striving to create interpretive content for all visitors, with an emphasis on access and inclusion.
8. Attend staff and departmental meetings as required and special events as needed.
9. Other duties as assigned.

Requirements

1. Bachelor of Arts in history, education or art history preferred
2. 2-3 years of experience developing educational resources in a museum, educational (k-12, collegiate or in-formal), non-profit or related field
3. Strong project management skills, including organization, ability to manage multiple projects and deadlines and oversee project support including freelance contractors
4. Computer proficiency including Microsoft Suite, web content management, basic video and audio editing experience, some basic design experience a plus
5. Knowledge of and interest in Richmond history and experience with historical research
6. Ability to assist occasionally with special public programs during weekend and evening hours, including but not limited to tours, outreach and special events

Physical Demands:

The Interpretive Resources Coordinator must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as boxes, books and files weighing up to 40 pounds. The Interpretive Resources Coordinator is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.