

Vizcaya Museum and Gardens (Miami/Florida)

H-Net Job Guide

Vizcaya Learning Programs Manager (Exempt)
(Volunteer Guides Programs)

Salary Entry: \$48,918 Annually

Vizcaya Museum and Gardens, an AAM-accredited Gilded Age estate in a spectacular bay-front setting, consists of 14 National Historic Landmark buildings on 50 acres of grounds, with 2,500 art and 35,000 archival objects. The Main House features lavish interiors reflecting a unique interpretation of European history. Vizcaya attracts approximately 175,000 visitors each year. The museum's Deputy Director for Learning is forming a team of museum education professionals to develop interpretive programs and resources that will help make the historic collections and facilities of Vizcaya relevant and educational to a broad spectrum of Miami-Dade residents and tourists.

The Vizcaya Volunteer Guides Program comprises nearly 200 volunteers who provide thousands of guided tours to over 100,000 visitors, 364 days per year. Over the last year, Vizcaya's Deputy Director for Learning has worked to introduce new guiding methodologies and learning theory to these volunteers. The Vizcaya Learning Programs Manager (Volunteer Guides Programs) will be responsible for continuing this effort by coordinating a series of Guiding Workshops (the continuing education program for Guides), continuing to revise and facilitate the training program for new Guides, and developing and implementing an ongoing evaluation structure into the Program. Other responsibilities include: developing and implementing strategies to diversify the Guide corps, introducing a variety of new tours based on Vizcaya's resources and visitor interests, evaluating and in some cases coordinating special Guide programs (such as the Moonlight Garden Tours and the Speakers' Bureau outreach program), and assessing and revising as necessary Guides' scheduling and times of drop-in tours year-round. The Vizcaya Learning Programs Manager (Volunteer Guides Programs) will serve as the Guides' liaison with Vizcaya administration, keeping lines of communication open across all relevant parties, and so this individual must have extremely strong interpersonal skills. This position entails specific knowledge of museum education theory.

Bachelor's degree in Art History, Humanities, Social Sciences or related

field. Two years of experience as a museum educator or education administrator in a visual arts and/or history museum environment are required. Experience developing programs for docents is highly preferred. Bilingual (English/Spanish) skills are highly preferred.

Resumes accepted between June 19, 2006 and August 18, 2006 only.

Applicants must submit one (1) copy of their resume indicating social security number, Requisition #6920008 and title of position to the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by August 18, 2006. Applicants can E-mail their resumes to resumes@miamidade.gov. Please refer to our web page (www.miamidade.gov/jobs) regarding Resume Application/E-mail Instructions or call our JOBS hotline at (305) 375-JOBS (5627). Applicants should indicate all computer skills and education on the resume.

Preference will be given to veterans and spouses of veterans, when applicable. Hiring decisions are contingent upon the results of a background investigation and physical examination, including alcohol and drug screening. Applicants must meet residence requirement. EOE/M/F/D

Contact Info:

Employee Relations Department
Personnel Services Division
Center for Employment Application
Att: Requisition number 6920008
140 West Flagler Street, Suite 105
Miami, Florida 33130

Website: <http://www.vizcayamuseum.org>

Reference:

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