

**Education & Outreach Manager
Alutiiq Museum Job Description**

CLASSIFICATION	Full-time (preferred) or Part-time, Hourly
REPORTS TO	Director of Language & Living Culture
PAY RANGE	\$25 – \$30 Per Hour, with Benefits
SCHEDULE	Tuesday – Saturday Preferred

SUMMARY OF RESPONSIBILITIES

The Education & Outreach Manager plays a key role in sharing Alutiiq/Sugpiaq heritage and culture with community members and visitors of all ages. From helping teachers plan a museum visit to connecting visitors with online resources, this position will work with a dynamic team to design and lead innovative programs that connect patrons with the rich cultural traditions of the Alutiiq people.

This role is perfect for an outgoing and organized individual with a passion for sharing culture, art, history, and language. The Education & Outreach Manager will create culturally enriching resources, collaborate with museum staff and community partners, and organizes hands-on activities and events. This position provides leadership support by planning projects, aiding with funding requests, and tracking the success of programs.

Key Responsibilities

Outreach

- Connects teachers and community members with Alutiiq Museum educational resources, helping to ensure broad access.
- Leads development of culturally relevant educational resources by recruiting participants, creating content, and gathering feedback.
- Develops and leads educational activities both at the museum and throughout the community – visiting classrooms, traveling to rural communities, and attending summer camps – with support from the museum’s education team and contracted artists and culture bearers.
- Organizes workshops with guest instructors and artists, overseeing agendas and materials, coordinating travel/lodging if needed, and submitting payment requests for instructor per diem and/or stipends.
- Collaborates with community partners to integrate Alutiiq arts and culture in educational programs.
- Coordinates museum tours, lectures, and special visits.

Strategy

- Shares the museum’s educational resources by developing social media posts, content for newsletter articles and the website, and by connecting educators with our resources.
- Guides Alutiiq Museum educational project goals and vision, including writing and contributing to grant proposals and identifying improvement areas.
- Tracks and reports progress on assigned grants and contracts with support from the Director

of Language & Living Culture.

- Oversees data collection to measure impact from educational services such as tours, education box check-outs, public presentations, and requests for information.

Teamwork

- Assists with museum events as needed.
- Assists in the museum gallery and store when additional support is needed, such as cruise ship days, during special events, and when regular store staff are out of the office.
- Provides oversight and guidance to interns and volunteers.
- May travel to professional conferences, workshops, and trainings to represent the museum, share museum projects, and learn new skills.
- Completes other tasks throughout the museum as assigned, including assisting with caring for collections, Ancestors' Memorial Park beautification, and administrative tasks.

Qualifications

This position requires a college degree in humanities, Alaska Native Studies, or a related field, or 4+ years of equivalent work experience related to this job description. A combination of education and equivalent work experience will also be considered. This position requires a strong interest in sharing Alutiiq cultural heritage.

Required Skills and Abilities:

- Ability to interact and work positively with all museum staff, visitors, and volunteers.
- Ability to manage projects and tasks independently and with support.
- Ability to work a flex schedule on occasion and participate in evening and weekend events, and travel as needed.
- Familiarity with Microsoft Office Suite programs (Word, Excel, PowerPoint).
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in proactive problem solving; and attend and participate in staff meetings as required.
- Must have a valid driver's license and proof of vehicle insurance.
- Must be able to lift or maneuver up to 50 lbs. on occasion.

Preferred:

- Knowledge of Alutiiq/Sugpiaq or other Alaska Native culture, history, language, and art.
- Experience living in or traveling to Kodiak's rural communities.
- Experience coordinating and/or leading hands-on activities.

This job description does not list all the duties of the position. You may be asked to perform other duties. The job description is not a contract for employment.

What We Offer:

- A strong team of mission-focused professionals.
- Potential for advancement based on mutual goals and performance.
- Benefits such as paid time off, paid holidays, retirement matching, and life insurance.
- Professional development opportunities.
- A meaningful role supporting language, history, and cultural revitalization.