DYER LIBRARY SACO MUSEUM

Position Title:	Curator of Education and Community Engagement
Department:	Special Collections & Museum
Reports To:	Head of Special Collections
Supervises:	n/a
Classification:	Professional
FLSA Status:	Non-Exempt
Last Revised/Approved:	October 2026

Position Summary:

The Curator of Education and Community Engagement is an innovative, agile, and forward-thinking professional who will help spearhead a whole new way of experiencing the museum and archival collections of Dyer Library/Saco Museum. This role focuses on designing dynamic, interactive, and accessible educational programming, interpretive approaches, and community partnerships at the Saco Museum. The position develops public initiatives for learners of all ages while collaborating seamlessly with the active library departments to complement youth offerings and expand outreach across the region. A successful candidate brings high adaptability, creative problem-solving, and a passion for bringing community curiosity to life in unexpected, multi-sensory, and inclusive ways.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Experience Design & Innovation (approximately 40%)

- Reimagines and designs new ways for visitors to experience and interact with Saco Museum exhibitions and Special Collections holdings.
- Conceptualizes, tests, and implements multi-sensory, interactive, digital, and story-driven interpretive methods, audio content, and exhibition labels that engage diverse audiences.
- Utilizes non-conventional museum spaces, outdoor grounds, and community venues to present immersive pop-up exhibits, hands-on archival sessions, and participatory installations.
- Continuously evaluates visitor engagement and experiments with emerging museum education and public history practices to refresh institutional storytelling.

Public Engagement and Collaboration (approximately 35%)

- Ideates, coordinates, and facilitates public programs—such as workshops, evening lecture series, gallery talks, panel discussions, adult learning courses, and special community events in collaboration with the Programming and Outreach Coordinator.
- Identifies, builds, and maintains collaborative partnerships with local artists, cultural groups, historic sites, universities, civic organizations, and local schools.
- Serves as an active connector, introducing new and underserved audiences to primary sources, archives, and regional history.
- Coordinates outreach events, represents the Museum at regional gatherings, and cultivates relationships that drive repeat visitation and public involvement.

Program Administration (approximately 25%)

- Tracks and maintains accurate records of program attendance, participant demographics, and audience feedback for internal planning, reporting, and grant compliance.
- Prepares, manages, and cleans up materials and spaces for educational sessions and public events.
- Enforces proper collection handling, safety, and stewardship standards during public and educational sessions.
- Attends staff meetings, professional development workshops, and industry conferences to bring fresh engagement models back to the museum.

Non-Essential Duties and Responsibilities:

- Supports basic Library operations as needed.
- Networks with outside organizations and individuals to promote library use.
- Attends regular staff meetings.
- Performs other tasks as assigned.

General Expectations:

- Be committed to the Library's and Museum's mission, vision and values.
- Interacts harmoniously and effectively with others, focusing upon the attainment of goals and objectives through a commitment to teamwork.
- Communicates in an open, respectful and honest manner with everyone, inside and outside the organization.
- Provides the highest level of customer service possible.
- Follows established policies and procedures and complies with all safety requirements.
- Adheres strictly to confidentiality of patron, co-worker and internal business information.
- Maintains regular, predictable, and reliable attendance.
- Places emphasis on safety, efficiency, quality, and productivity.
- Follows all Library policies.
- Offices are located in the library building, with staff oversight of the museum during operational hours.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is also required to use hands and fingers to operate a standard computer keyboard, use a computer, mouse, fax machine, printer and copier, and speak and hear using a telephone. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Vision and hearing must be at or correctable to normal ranges. The employee may occasionally lift and/or move up to 35 pounds.

Work Environment:
The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a library and museum environment. Some travel is required from time to time. Work is occasionally stressful and requires ability to successfully cope with the pressures which are related to the position. Noise level is moderate. Occasional weekend and evening work is expected. Operates standard office equipment.

Qualifications Needed for Position:

Requirements: The following experience and skills are considered essential:

- Bachelor's degree in Museum Studies, Museum Education, History, Public History, Art History, or a closely related field required; Master's degree preferred.
- 3 to 5 years of professional experience in museum education, public history programming, visitor experience design, or community engagement, with demonstrated experience creating engaging programs centered on historical or cultural collections.

Knowledge/Ability/Skill:

Knowledge: Broad understanding of modern museum education theory, audience engagement frameworks, visitor experience design, and primary source interpretation. Working knowledge of regional Maine history or New England cultural heritage is desirable.

Ability: High degree of flexibility and creative adaptability. Proven ability to reimagine traditional museum narratives into vibrant, accessible experiences. Ability to build trust and collaborative relationships with external community groups and internal teams (including youth librarians). Ability to handle multiple projects simultaneously and adapt schedules fluidly based on evening/weekend events.

Skill: Outstanding interpersonal, oral, and written communication skills. Strong project management, event coordination, and organizational abilities. Proficiency with office productivity tools, presentation technology, and basic record-keeping platforms. A visionary, solution-oriented mindset coupled with a sense of humor and enthusiasm for public history.

Disclosures:
External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature:

_____

Date:

_____