

EI Steering Committee Position Descriptions

Updated May 31, 2019

In order to maintain and to improve communications and procedures, the museum has established a steering committee. The committee is currently comprised of two Co-Chairpersons, two co-Vice Chairpersons, two Members-at-Large in the leadership cycle, two Members-at-Large, the Museum Education Program Coordinator, the Director of Education, and a liaison for EI training. The role of the Steering Committee is to assist the museum's Education Director with the development of training, tours, and supplementary educational programs. Except for the Director and Museum Education Program Coordinator, EIs will typically serve in these positions for a minimum of one year, advancing from Co-Members-at-Large to Co-Vice-Chairs to Co-Chairs in a three-year succession as is possible.

Roles and Responsibilities

Director of Education: Oversee the Exhibition Interpreter (EI) program and the training for all EIs. Develop and conduct training sessions for new EIs along with the (co-)trainers and the Museum Education Program Coordinator. Manage the EI volunteers and provide necessary feedback and evaluation. Participate in EI General meetings and Steering Committee meetings.

Assistant Administrator of Education: Schedule and assign EIs to tours. Maintain database records for tours and EIs. Assist the Director of Education with the EI program, including interviewing EI applicants. Serve as liaison between museum staff and EI volunteers. Participate in EI General meetings and Steering Committee meetings.

Co-Chairs: Work with Steering Committee and museum staff to plan general meetings and training sessions. Set up and lead general meetings and training sessions. Conduct EI peer coaching as needed in cooperation with the Director of Education and Assistant Administrator of Education. Share in the responsibility of attending and assisting with new EI training as scheduled.

Gather ideas and suggestions from EIs throughout the year and conduct an annual program evaluation at the end of the year. Interview EI candidates as needed in cooperation with the Assistant Administrator of Education. Act as Master of Ceremonies for the Holiday and Appreciation luncheons.

Vice Co-Chairs: Plan fall ice cream social. Plan Holiday and Appreciation luncheons. Share in the responsibility of attending and assisting with new EI training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director of Education.

Co-Members-at-Large advancing in three-year cycle:

Plan field trips with input from Director of Education and the Steering Committee. Share in the responsibility of attending and assisting with new EI training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director of Education and the Assistant Administrator of Education.

Members-at-Large – two one-year positions:

Oversee minute records for the General EI meetings, and facilitate distribution of minutes through the Assistant Administrator of Education. Assist members of the Steering Committee as needed. Share in the responsibility of attending and assisting with new EI training as scheduled. Interview EI candidates as needed in cooperation with Assistant Administrator of Education. Conduct EI peer coaching as needed in cooperation with the Director of Education.