

El Steering Committee Position Descriptions

In order to maintain and to improve communications and continuity of procedures within the El program, 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 El training. The role of the Steering Committee is to assist the museum's Director of Education and the Museum Educator with the development of training, tours, and supplementary El Programs. They are to provide support and act as liaisons between the El's to the Museum Educator and Director of Education. Committee members do not operate independently of the Education Department but rather serve as trusted advisors, providing valuable insight and collaboration. The El program content and speaker scheduling for Exhibition Interpreter sessions are set by JSMA education staff with the Steering Committee providing input and support. This structure ensures the sessions align with exhibition timelines, training needs, and AAM reaccreditation standards. Except for the Director and Museum Educator, Els 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. Renewal in a role previously held is possible.

Roles and Responsibilities:

Director of Education:

- Oversee the Exhibition Interpreter (El) program and the training for all Els.
- Develop and conduct training sessions for new Els along with the (co-) trainers and the Museum Educator.
- Museum Educator and the Director of Education develop the program content and speaker scheduling for El general meetings to align with exhibitions, timelines and accreditation standards, with input and support from the steering committee.
- Manage the El volunteers and provide necessary feedback and evaluation.
- Act as a liaison between museum staff and El volunteers to ensure clear communication and program alignment.

Museum Education:

- Support the Director of Education in managing Exhibition Interpreter (El) volunteers by providing feedback, conducting evaluations, and participating in the interview process for new applicants.

- Museum Educator and the Director of Education develop the program content and speaker schedules for EI general meetings to align with exhibitions, timelines and accreditation standards, with input and support from the steering committee.
- Act as a liaison between museum staff and EI volunteers to ensure clear communication and program alignment.
- Ensure compliance with museum, university, and accreditation requirements.
- Provide training and professional development opportunities for Exhibition Interpreters.
- Maintain accurate database records related to tours and EI volunteer activities.
- The Museum Educator serves as the primary point of contact for all questions related to the EI program. For information regarding tours, meetings, or general inquiries, please reach out to the Museum Educator directly.

Co-Chairs: Co-Chairs: (2nd year of a 2-year cycle) As directed by museum staff, Co-Chairs work collaboratively with Steering Committee members to brainstorm agenda topics, discussions and activities for general meetings, guided by the guest speaker schedule. They are responsible for implementing, organizing, and facilitating both general meetings and Steering Committee meetings, based on program content provided by the Museum Educator or Director of Education.

Additional responsibilities include:

- Offer input and suggestions for potential speakers, activities, and training needs.
- Support implementation of meeting agendas developed by staff.
- Serve as a liaison between docents and museum staff by sharing feedback and ideas.
- Strengthen community by fostering communication, collaboration, and peer support.
- Provide historical perspective when useful, while supporting updated practices that meet current standards.
- Leading the annual program evaluation at the end of the year.
- Participating in the interview process for prospective EI candidates, in collaboration with the Museum Educator.
- Serving as Master of Ceremonies for the Holiday and Appreciation luncheons.

Vice Co-Chairs: Responsibilities included below:

- Collaborate with the Museum Educator to plan and execute seasonal staff events, including the Fall Ice Cream Social, Holiday Luncheon, and Appreciation Luncheon.
- Provide thoughtful input on event logistics, including catering menus, venue layout, and event décor.
- Assist with event coordination, including setup, execution, and breakdown.
- Serve as a liaison between the planning team and the steering committee, ensuring clear communication and alignment on event details.
- Participate in the interview process for Education Intern (EI) candidates, as needed, in partnership with the Museum Educator.

Co-Members-at-Large advancing in three-year cycle: Responsibilities included below:

- Oversee and maintain General EI meeting minutes and coordinate the distribution of meeting minutes through the Museum Educator.
- Assist and provide support to members of the Steering Committee as needed in their roles.
- Assist with the planning and coordination of field trips and other educational activities as assigned.
- Attend all Steering Committee meetings to ensure consistent communication and support.