

## **Job Description: Interpretive Specialist**

Date: April 2023  
Title: Interpretive Specialist  
Department: Interpretive Education  
Position Reports To: Director of Interpretive Education  
Status: Exempt / Full-time

Summary: Develop and implement standards for interpretation and evaluation within the five museums of the Buffalo Bill Center of the West and its research library. Implement, coordinate, and evaluate interpretive programs including family programs, children's workshops, and public programs. Develop interactive and engaging interpretive elements in the galleries and special exhibitions to enhance the visitor experience.

### Job Duties:

- Develops standards for formal and informal interpretation, based on principles of interpretation from the National Association of Interpretation (NAI).
- Conducts interpretive training sessions; oversees and evaluates part-time educators and seasonal staff.
- Creates engaging audience experiences including community family programs, summer children's workshops, and other interpretive encounters for visitor throughout the Center.
- Works with exhibit teams and curators to create engaging interpretive elements for permanent and special exhibits. Elements include interactive components, engaging text, electronic interpretation, ADA and diversity awareness, and participator experiences, that all promote deeper engagement for Center visitors with the collections.
- Evaluates audience experience and adjusts program and exhibit elements to match visitor needs and expectations. Evaluation methods will include a variety of techniques to determine the effectiveness of existing exhibits and programs, and to identify areas in which the Center is not addressing current audience needs.
- Ensures that evaluations results are incorporated into future interpretive program and exhibit planning.
- Builds partnership relationships with education-focused organizations within the region, nationally, and globally.
- Assists with grant proposal content and reports.

### Competencies:

- Excellent written and oral communication skills, including speaking to audiences of various sizes, ages, and education levels.
- Familiarity with the principles of good interpretation.
- Willingness to work collaboratively with multiple departments and external consultants.
- Strong organizational skills and an ability to prioritize and organize multiple projects.
- Ability to work effectively under pressure and meet deadlines.
- Exhibits management skills including employee supervision and budgetary development.

- Working knowledge of computer software.
- Exhibits comfort working with various social media outlets.

**Supervisory Responsibilities:**

- Part-time / seasonal education staff, volunteers, and interns.

**Required Education and Experience:**

- A minimum of a bachelor's degree in education, interpretation, or other related field related to the content areas of the museums.
- At least 2 years of experience in museum, nature center, or other interpretive environment.
- Familiarity with National Association for Interpretation. CIG / CIT certification preferred.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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## Position Analysis/Specifications

|                    | <i>N/A</i> | <i>OCCASIONAL</i> | <i>FREQUENT</i> | <i>CONSTANT</i> |
|--------------------|------------|-------------------|-----------------|-----------------|
| Sitting            |            |                   | X               |                 |
| Standing           |            |                   | X               |                 |
| Walking            |            |                   | X               |                 |
| Bending Over       |            | X                 |                 |                 |
| Crawling           |            | X                 |                 |                 |
| Reaching           |            | X                 |                 |                 |
| Crouching          |            | X                 |                 |                 |
| Kneeling           |            | X                 |                 |                 |
| Balancing          |            | X                 |                 |                 |
| Pushing/Pulling    |            | X                 |                 |                 |
| Lifting/Carrying   |            |                   |                 |                 |
| 10 lbs or less     |            |                   | X               |                 |
| 11 lbs to 25 lbs   |            | X                 |                 |                 |
| 26 lbs to 50 lbs   |            | X                 |                 |                 |
| 51 lbs to 70 lbs   | X          |                   |                 |                 |
| Manual Dexterity   |            |                   | X               |                 |
| Fine Motor Skills  |            |                   | X               |                 |
| Gross Motor Skills |            |                   | X               |                 |
| Eye/Hand Coord.    |            |                   | X               |                 |
| Near Vision        |            |                   |                 | X               |
| Far Vision         |            |                   |                 | X               |
| Color Recognition  |            | X                 |                 |                 |
| Hearing            |            |                   |                 | X               |

## Environmental Factors

|  | <i>YES</i> | <i>NO</i> | <i>Limited</i> |
|--|------------|-----------|----------------|
| Working Outside                            | X          |           |                |
| Working Inside                             | X          |           |                |
| Working Alone                              | X          |           |                |
| Working Closely with Others                | X          |           |                |
| Excessive Cold/Heat                        | X          |           |                |
| Excessive Humidity/Dampness                |            |           | X              |
| Noise/Vibrations                           |            | X         |                |
| Working with Chemicals/Detergents/Cleaners |            | X         |                |
| Working Around Fumes/Smoke/Gas             |            | X         |                |
| Walking on Uneven Surfaces                 | X          |           |                |
| Motorized Equipment or Vehicles            | X          |           |                |
| Working With Machinery/Motorized Equipment |            | X         |                |
| Climbing on Scaffolds or Ladders           |            | X         |                |