

July 2018 Report: Education Outreach

July 18-August 1 2018, Amanda Kucharek

(I have taken time to reflect on the responsibilities as it pertains to my job description, and wrote out goals and plans for each. (See the last two pages of this report for details.) These were meant as a way to organize my first thoughts and are very flexible as I spend more time in this position.)

I have organized this report with a focus on three important actions as mentioned in the job description-

Development:

- Focusing on Fossils, Fisheries, Native American Culture/History, Alpena History.
 - Reading *The Death & Life of The Great Lakes* for more in-depth understanding
 - Brainstorming new field trip lessons with more focus on fisheries, including Katherine V
 - Beginning *Braiding Sweetgrass* as well as other shorter culture and mythology children's books
- Making plans for a small first event, like a Saturday Art Activity.
 - Looking ahead at possible "International Dot Day" (based on the children's book "The Dot") creative community art event (Sept. 15).
 - I recently discovered National Honey Bee Day, (Aug 18) and am looking into a small informational & craft activity day based around bees
- Brainstorming Fall Harvest Fossil Fest and Season of Light activities.
 - Met with season of light group and have a much better understanding of the decoration process. Based on ideas discussed, looking into related education topics (Angels, Christmas celebration music, greenery mythology)
 - Depending on further discussions about Fall Fest. I recently discovered that the following week is actually Earth Science Week and includes Fossil Day if we are seeking to scale down to a smaller, but still recognized event. <https://www.earthsciweek.org/mission-and-theme>
 - October 8-12 also includes a few neat Cephalopod Awareness Days like Nautilus Night (9th) and Myths and Legends day (11th).
- Researching the Alpena Youth and Rec Millage Proposals– comparing awarded programs in the past to the opportunities we have for the community here. (Deadline in 2019 for funding 2020)
 - Looking into how "Recreation" serves as a broad term and encompasses the way that we actively use the Village grounds for a wide variety of community activities. Seeking support for new interpretative signage, improved accessibility and continued upkeep.

Implementation:

- No major events have taken place in the last couple weeks, but I have observed small tour groups and introduced myself to some of our collaborative contacts as they stop by the museum.
 - Seeking to begin touring family and friends for more practice

Evaluation:

- Setting up templates to be used for lessons and accompanying reflections, with the goal of further organizing information now so that it can be easily understood and reflected upon in the future.
- Looking into other systems of customer/audience reviews. What do other museums do?

Job Description Reflection

Education Outreach Coordinator needs to-

⇒ **Develop**

[1. Change and Grow, 2. Arise and Increase, 3. Adopt or Acquire something, 4. Enlarge on something, 5. Become Clear, 6. Present or be Revealed in stages]

⇒ **Implement**

[1. Carry out or Fulfill, 2. Give Tools to Someone]

⇒ **Evaluate**

[1. Examine and Judge something, 2. Put Value on something, 3. Find Numerical Value of something]

Education programs using **inquiry based learning, interactive models, multisensory approaches**, and other **innovative techniques** appropriate for museum environments and beneficial to multiple level school and age groups.

- **Plans & Goals: (To be identified as “P&G” in following reflections)** Utilize past experience in art education and resources of the Museum to create well-rounded (cross-disciplinary) curriculum . Create an excellent working relationship with Museum staff and volunteers to facilitate and communicate ideas effectively. By participating in the museum-wide development of interpretative labels and exhibit creation, I will be able to plan lessons that coexist seamlessly with the Museum's current mission, future vision, and core values.

Major Responsibilities:

“Work to establish relationships with area school districts, administrators, teachers, etc.”

- **P&G:** Approaching the '18-'19 school year, make appropriate contacts to regular field trip schools group points-of-contact, introduce myself /position. I hope to compile a document with all contact information for easy reference.

“Develop curriculum and Museum activities that align with Michigan State Benchmarks with a focus on NE MI's unique cultural heritage”

- **P&G:** Fully comprehend the offerings and exhibits the Besser museum is known for and desired by classroom visits. Continue to research relevant topics and establish plans that feature clear connections to MI Standards for associated disciplines. I plan to spend independent time partaking part community activities to become more involved in current Alpena culture.

“Recruit and train volunteers to assist with education programs and special events”

- **P&G:** Similarly to school contacts, establish appropriate connections to pre-existing volunteers and extend call to volunteers in the community (with corresponding documents). Ask questions about and observe particular strengths and assign to projects based on associated strengths and availability.

“Assist in scheduling and conducting all field trips Make sure all fieldtrips are listed on the Museum calendar”

- **P&G:** Building upon previous goals, establish calendar of interest in order to send out information in a timely manner. Adjust calendar as commitments are made and notify necessary persons (staff and volunteers). Keep a record over time to compare as the years pass to view trends and document growth.

"Work with other local ed. institutions to strengthen the Museum's outreach and capacity"

- **P&G:** *Network with area professionals at public events as much as possible (when appropriate to do so). Build relationships through contact and consistency.*

"Evaluate programs and provide qualitative and quantitative data"

- **P&G:** *Create simple questionnaires for students. Perhaps give teachers/group coordinators a pre-stamped envelope to collect responses at a later date. Look into developing an online drop box for feedback (community member, parent, teacher, or otherwise). Discuss options to link with website w/ Kat (higher quality than Facebook/google reviews). Keep records of school/ specialty group numbers and compare to past and future data.*

"Contribute to the development of interpretive signage and materials for exhibits"

- **P&G:** *I have reviewed the Board of Trustees shared page and looked through all the Accreditation files and future exhibit files. Depending on committee interest and Board acceptance of bids, I am more than willing to use my experience in Art presentation and installation to assist in creating signage that reflects the mission of the museum to connect with the community.*

"Keep up with profess. and tech. knowledge relating to best practices in Museum Ed. outreach"

- **P&G:** *As a graduate of an Art Education program, the importance of continuing education is clear to me. I have been taught to be an advocate for my program, and to carry this with me into future settings. I am very interested in the ways museums work as educational institutions and am already spending time studying developments as it relates to (new) museology.*

"Serve on the Education Committee"

- **P&G:** *While not yet attended, after I have the chance to practice and fully experience this position, I look forward to presenting myself and working with the committee. I hope to present an organized vision for the goals of this committee.*

"Assist with developing annual events—Log Cabin Day, Fall Harvest Fossil Fest, Season of Light, etc. Oversee all necessary details to ensure each event is successful, including volunteer training, marketing, purchasing supplies, etc. "

- **P&G:** *Upcoming events include the Fossil Fest and Season of Light. I look forward to observing the planning and organization of the next event so that I can carry on with all the rest. As I learn the common practices, of these events, I anticipate creating lists and guides for myself in the future.*

"Assist Museum colleagues as needed and/or requested to fulfill the mission and purpose of the Museum."

- **P&G:** *I look forward to my time interacting with my colleagues. This space is fairly collaborative and especially good natured, a culture to which I would have no problem participating. As the sizeable collections effort is underway, I already find that deciphering educational materials will become a common shared staff task.*