

# Part-time Instructor

PROFESSIONAL & CONTINUING EDUCATION



## MUSEUM STUDIES PART-TIME INSTRUCTOR JOB DESCRIPTION

Autumn, 2021

UW Professional and Continuing Education has an outstanding opportunity for a part-time instructor within its non-credit [Certificate in Museum Studies](#). The opening is for the autumn course on [Engaging Community and Building Audience](#). Class sessions taught real-time on-line in zoom with some in person class sessions on Saturday mornings, 9am to noon: October 9, 23; Nov 6, 20; Dec 4, 18, 2021

Requirements: Related education and a least five years of professional experience as a program manager, curator or director in a museum or cultural institution with a commitment and mission to engage diverse communities. Prior teaching experience preferred, but not required.

- Ability to develop lesson plans and presentation materials for 18 hours of instruction. Current curriculum with supporting material along with slide decks and assignments exists ready to be revised and tailored by hired instructor.
- Ability to teach the course on the scheduled dates, respond to student inquiries, be available online for classwork assistance or on-line office hours, and provide student recruiting support. Expectations during the course comprise a minimum of 18 hours of direct instruction entailing at least 5 hours of preparation per class, student interaction between classes, and grading outside of class time.
- Flexibility to adjust to student feedback and a willingness to teach with minimal supervision while maintaining high standards of professionalism, punctuality, and content relevance for adult students in a classroom and/or online environment.
- Ability to interact with individuals from diverse cultural and socioeconomic backgrounds.
- Excellent interpersonal, oral, and written communication skills.
- Legal authorization to work and receive compensation in the United States.

Compensation starts at \$3600 for the six-week course.

To Apply: Please contact Paula McArdle at [pmcardle@uw.edu](mailto:pmcardle@uw.edu)

*The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. **UW Continuum College** the continuing education branch of the University of Washington, has been building bridges between the UW and communities across the globe since 1912. UWEO provides broad access to and expands the high-quality educational programs of UW by serving the needs of diverse, global communities of learners through innovative, self-sustaining programs. Known for providing its excellent UW Professional & Continuing Education certificate programs and fee-based degree programs, UWEO emphasizes practical skill-building for working professionals looking to advance their careers or change industries. PCE certificates are awarded upon completion of a set of related courses totaling 90 hours of instruction. PCE offers certificate classes taught in the evenings by industry professionals in classroom (downtown Seattle or Bellevue), online, and blended environments.*