

# **GAYLORD-MCCASLAND TEACHER FELLOWSHIP**

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## **at the Gaylord-Pickens Museum, home of the Oklahoma Hall of Fame**

**REPORTS TO:** Manager of Museum Education and Outreach  
**WORK SCHEDULE:** TBD  
**LOCATION(S):** TBD  
**COMPENSATION:** \$30.00 per hour, Bonus Available

Gaylord-McCasland Teacher Fellows will be awarded a stipend up to \$3,000, depending on project, distributed as income at \$30 per hour to cover expenses, including travel and lodging. Up to an additional \$250-500 will be awarded as bonuses upon completion of projects. Further, Fellows are encouraged, but not required, to bring their students to the Oklahoma Hall of Fame for a field trip. Funds to cover admission fees, and transportation or lunch are provided; substitute stipends are available upon request.

Gaylord-McCasland Teacher Fellows are recognized at the annual spring Scholarship Awards Ceremony, following completion of their project, at the Gaylord-Pickens Museum, home of the Oklahoma Hall of Fame. Attendance is strongly encouraged. Family and friends are invited to attend.

The Gaylord-McCasland Fellowship is open to all certified Oklahoma teachers, engaging with students of any age. Applicants may be affiliated with Oklahoma public, private, or charter schools. Fellows will be selected on the basis of how well their experience and interests match current available projects. Applicants must select from available projects, choosing the project that best fits his/her strengths, interests, experience, and availability—as some projects require a longer commitment and projects have different commencement/completion dates.

To support completion of projects, Fellows will have access to the Oklahoma Hall of Fame archives and galleries. The Fellow will be provided a workstation with computer at the Gaylord-Pickens Museum. Fellow's schedules are flexible and some hours may be completed offsite upon approval.

Fellows work under the direction of the Manager of Museum Education and Outreach, but may also work with the Director of Museum Experience, the Archive Administrator, and the Assistant Manager of Museum Education. Access to Oklahoma Hall of Fame Members, or representatives, may be possible for research purposes upon request.

**TO APPLY FOR THIS POSITION.** To apply, please read the full position requirements and review the available projects. Then, complete [this form](#) to indicate your interest

and/or submit questions. The confirmation email sent to you will detail further instructions for application. To complete your application, you will be required to: complete a standard employment application, consent to a background check, submit a cover letter and resume detailing applicable experience, and list 3 references. Letters of recommendation are also strongly recommended (but not required) for application. These materials must be received within two weeks of your initial application.

### **\*Required Meetings at OHOF**

All meeting dates and times will be set at start of the fellowship; agenda will be shared prior to meeting when necessary. Meetings will serve as checkpoints for project development.

- Project Discussion with Manager of Museum Education and Outreach
- Pre-Project Presentation with Director of Museum Experience, Manager of Museum Education and Outreach, and previous Gaylord-McCasland Fellows
- Midterm Project Presentation with Manager of Museum Education and Outreach
- Final Project Presentation with Director of Museum Experience and Manager of Museum Education
- Culminating and Benchmark Activities (if required)
- Awards Banquet in following spring

**\*The health and safety of our staff, partners, and guests is crucial. Phone and/or video conferencing will be used in lieu of in-person meetings as necessary to ensure that safety while Covid-19 persists.**

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## **Position Requirements**

### **APPLICANTS MUST:**

- Hold an active teaching certificate in the State of Oklahoma.
- Be in good standing with an Oklahoma school district (public, private or charter school).
- Possess strong communications, presentation, and critical thinking skills.
- Be familiar with Oklahoma education standards.
- Possess experience developing curriculum and lesson plans.
- Possess experience working with audiences and age groups defined in selected project.

**PHYSICAL DEMANDS:** While performing the duties of this position, the employee is regularly required to sit and stand; must have visual acuity to read and draft reports, memorandums, and other printed matter; and must be able to lift up to 50 pounds.

**WORK ENVIRONMENT:** The employee will work in both an office environment and outdoors. The noise level in the work environment varies from moderate to loud; situations characteristic to working with school-age children are common.

*The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*