

RRM Foundations Position Description

Programs & Education Assistant

Department: First Division Museum at Cantigny Park

Status: Part-time, Non-exempt

Supervisor: Director of Programs and Education

Effective Date: April 2017

Responsibilities

Perform core operational functions such as opening and closing the museum on weekends and facilitating exhibit experiences. Assists the Public Programs Department in creating, implementing, and evaluating a wide variety of public and educational programs and materials on general US military history and IID history. This position is primarily responsible for engaging visitors with military history content by providing compelling and personalized experiences. Works cooperatively with all departments.

Principal Functions

1. Is part of a team that manages museum operations on weekends
2. Facilitates public and educational programming including, but not limited to: Tours, Field Trips, in-classroom programming, Scout overnights, Scout badge programs, drop-in programs, Military Science, Catapult Contest, and Special events
3. Proactively engages visitors and initiates conversations to provide an exceptional visitor experience
4. Assists with the maintenance and accession of artifacts for the education collection
5. Maintains, replaces, and updates history trunks and related materials
6. Assists the Museum Educator with the evaluation and revision of all education programs and materials
7. Assists with the set-up and clean-up for any First Division Museum public or education events
8. Implements overnight program for 40-80 scouts and their adult chaperons in the evening and on weekends; to include set-up and clean-up, plus evaluation of all overnight programs and materials
9. This position requires access to the First Division Museum's files and Time Centre with Time Clock level access
10. Is committed to personal safety and the safety of others by reporting all unsafe conditions to the Director of Museum Operations immediately
11. Performs other duties as assigned

Requirements

1. Training or background in education and/or history and/or theater is required
2. Passion for learning and sharing knowledge of military history
3. Strong interpersonal and communication skills are required. The ability to effectively present content in both one-on-one and group situations in an engaging, compelling, energetic manner
4. Desire and ability to educate and interact with children in large groups
5. Ability to talk and engage visitors for long periods of time
6. Must be willing and able to work weekends and holidays, and some evenings
7. Basic IT skills such as typing, email, word processing, and internet use required
8. Familiarity with Adobe InDesign and Adobe Photoshop is preferred
9. Able to lift 30 pounds using proper safety

Hours

1. 20-29 hours per week not to exceed 990 hours per year
2. Position requires working weekends as well as some hours outside of normal business hours

Salary

\$15 per hour

Part-time, non-exempt

How to apply for this job

Interested applicants must submit a resume and cover letter to

MFResumes@mccormickfoundation.org