

CAREER OPPORTUNITY BID NOTICE

The IL Department of Natural Resources is inviting applications for the following position:

Position Title: Curator 1, Education

Monthly Salary Range: \$3,792-\$5,601

Position Location: Illinois State Museum, 502 S. Spring St, Springfield – Sangamon County

Work Schedule: Monday – Friday 8:30 a.m. – 5:00 p.m., 1-hour lunch, Saturday & Sunday off.

Due to scheduled educational programs or events, some nights or weekends may be required.

Description of Duties / Essential Functions

Performs duties mostly independently, while under the supervision of the Chairperson of the Education Department. Works toward established goals in the Museum's strategic plan and educational programs in the Museum subject areas of art, anthropology, history, botany, geology, and zoology. Works with staff in the Education Department to coordinate public and school programs of all sizes and with all ages. This includes researching, developing, coordinating, promoting, delivering, and evaluating programs for diverse Museum visitors with consideration of a variety of demographic factors. Responsible for coordinating school programs: developing, promoting, executing, and evaluating on-site and outreach programs for students in PreK-12. Assists with other duties related to the Education Department, including periodically staffing and maintaining the *Play Museum* (a permanent hands-on exhibition designed for young children); assisting with the development of interpretive materials and exhibitions; overseeing volunteers and interns; and representing the Museum at outreach events. Initiates and conducts research on issues such as education and learning; collects and analyzes educational data for program evaluation using cutting edge techniques; contributes to new knowledge and experiences through the development, execution, and evaluation of educational programs; interprets and presents results for public and scholarly professional audiences; and writes reports and articles based on research for publication in professional publications, museum publications, and popular outlets. Executes highly specialized duties and complex projects that require special expertise and experience with educational programming, an extensive and intensive knowledge base in multiple relevant disciplines; and skills required for educational programming at the level of an individual with a Master's degree with at least 3 years of relevant experience in educational programming in a museum or related environment. Assists the Chairperson of Education, and works with professional staff and volunteers in carrying out discipline-based educational programming. Responsible for seeking grants from external funding sources, including federal agencies, where nationally recognized expertise and higher degrees are required to be competitive. Performs at a level that reflects national standards and best practices of an accredited museum and brings state, national, and/or international recognition to the Museum. Follows all relevant state and federal laws and abides by professional museum ethics and the ethics of specific program areas and disciplines (education, art, anthropology, botany, zoology, and geology). Participates in relevant professional organizations. Works with senior and subordinate staff in establishing objectives, implementing programs, and conducting evaluations. All curators are responsible for advocating for the Museum and its programs. Performs other duties as assigned by the Chairperson of the Education Department or the Museum Director.

Desirable Education, Training and Experience / Minimum Requirements

Requires a minimum of a M.A., M.S., or M.F.A. in education, museum education, museum studies, or discipline directly related to the Museum's mission, with 3 years relevant experience teaching or coordinating educational programming in a museum or similar environment. Must be proficient in word processing, desktop publishing, electronic database management, and the use of social media. Must have demonstrated experience in development and delivery of museum educational programs and production of educational materials for a museum or similar environment. Must have experience training, supervising and interacting with volunteers. Familiarity with Illinois State Museum content areas required. Participation in state and/or national professional organizations is expected. Previous success in securing grants preferred.

Where to Apply: Send a cover letter, curriculum vitae and/or resume, CMS100 Employment Application, and contact information for three professional references via e-mail to tammy.wheeler@illinois.gov. Please contact Tammy Wheeler, HR Coordinator/IL State Museum, by e-mail or phone (217-785-4919), with any questions concerning the position.

Applicants should note that this position is exempt from the State Personnel Code and is under the Board of the Illinois State Museum. This is a Bargaining Unit position.

Bargaining unit employees interested in bidding for this position should complete a Bid Form, attach it to an application, and submit it directly to the name and address listed above. Bid Forms may be obtained at any Department of Natural Resources facility.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

DATE POSTED: February 28, 2018

LAST DAY TO APPLY: March 13, 2018