

POSITION DESCRIPTION
ILLINOIS STATE MUSEUM SOCIETY
Mary Ann MacLean Educator

- Work Location:** Illinois State Museum. 502 S. Spring, Springfield, IL
- Job Description:** This individual will coordinate the educational aspects and staffing of the Museum's *Mary Ann MacLean Play Museum*, an innovative play-themed exhibition for children ages 3-10. Duties include: coordinating the staffing of the exhibit by working with volunteers, interns, and Museum staff; recruiting, training, and managing *Play Museum* volunteers; developing innovative educational programming that incorporates and utilizes the *Play Museum* and its themes; evaluating the exhibition and programs to continue to provide quality experiences in the *Play Museum*; promoting the *Play Museum* to educators and providing support for class visits; coordinating the *Play Museum*'s cleaning and maintenance including working and communicating with the Museum's Exhibits Section and building services staff; assisting with other educational programs and outreach events including representing the Illinois State Museum in the community; and assisting with the promotion of the Illinois State Museum and the *Play Museum* using social media and other means.
- This Educator reports to the Museum's Director of Education. This is a full-time, endowed position, 37.5 hours a week, Tuesday – Saturday. Occasional evenings or Sundays may be required depending on the Museum's event schedule.
- Qualifications:** Bachelor's degree in education, museum education or studies, or discipline relevant to the Museum's mission. One to three years of paid work experience as an educator required, preferably in a museum, nature center, or similar informal education setting. Experience working with volunteers required. Must have strong written and oral communication skills and the ability to work as part of a team. Must be able to meet multiple, simultaneous deadlines. Experience with electronic database management, word processing, spread sheets required. Ability to use desktop publishing software and experience with social media preferred.
- Employer:** The *Mary Ann MacLean Educator* is employed by the Illinois State Museum Society, the non-profit dedicated to supporting the Illinois State Museum. The individual will not be employed by the State of Illinois.
- Salary:** \$36,500 annually
- Benefits:** Vacation time, sick leave, personal days, and paid holidays.
- To Apply:** Send cover letter, resume, and contact information (phone and email) for three professional references in a single PDF document to: Business Office, Illinois State Museum, tammy.wheeler@illinois.gov. Applications may also be faxed to (217) 782-1254. Application deadline: February 28. Please, no phone calls. EEO/AAE.