

**POSITION DESCRIPTION
ILLINOIS STATE MUSEUM SOCIETY**

Mary Ann MacLean Educator

- Work Location:** Illinois State Museum. 502 S. Spring, Springfield, IL
- Job Description:** The Mary Ann MacLean Educator 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. One to three years of experience recruiting, training, and managing 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, spreadsheets 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: July 1. Please, no phone calls. EEO/AAE.