

Job Title: Associate Director of Dickson Mounds

Job Requisition ID: 46795

Closing Date: 05/31/2025

Agency: Department of Natural Resources

Class Title: MUSEUM SECTION HEAD II - 83456

Skill Option: None

Bilingual Option: none

Salary: Anticipated Starting Salary \$6,000 a Month; Full Range \$6,000 - \$7,000 Monthly

Job Type: Salaried

Category: Full Time

County: Fulton

Number of Vacancies: 1

Bargaining Unit Code: None

Merit Comp Code: (Non-Code)

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Posting Identification ID: 12-00-46795

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Department of Natural Resources is looking to hire a Museum Section Head II (working title Associate Director) for Dickson Mounds, a branch of the Illinois State Museum. The Associate Director serves mostly independently to oversee the operations, maintenance, staffing, and security of this site. Under the general supervision of the Illinois State Museum's Director of Interpretation, the Associate Director will be responsible for sharing archaeological, ecological, and historical information in various forms including exhibits, presentations, and programming for diverse audiences at Dickson Mounds. Dickson Mounds is one of the major on-site archaeological museums in the United States and listed on the National Register of Historic Places. In addition to the museum facility, this 230-acre site also includes six (6) on-site structures (two historic schoolhouses, an historic toll house, and three buildings that house the remains of 900-year-old structures). We welcome all interested applicants to apply today.

Essential Functions

- Under the general supervision of the ISM Director of Interpretation, the Associate Director of Dickson Mounds (AD-DM) is responsible for the oversight and day-to-day operation of this site.
- Under the general supervision of the ISM Director of Interpretation, the AD-DM is responsible for administrative and supervisory duties for the Dickson Mounds site and staff.
- Under the general supervision of the ISM Director of Interpretation and in coordination with the ISM Marketing & Communications (MarCom) team, the AD-DM acts as Community Liaison and as Subject Matter Expert (SME) for the site.
- Under the general supervision of the Director of Interpretation, the AD-DM will collaborate with the Dickson Mounds Curator of Education and the ISM Associate Director of Education on the development and operation of educational programming for the site.

- Under the general supervision of the ISM Director of Interpretation, the AD-DM will collaborate with the Dickson Mounds Curator of Anthropology and the ISM Associate Director of Exhibits on the development, maintenance, and upgrade of on-site exhibits.
- Performs other duties as required or assigned which are reasonably within the scope of the Position Overview.

Minimum Qualifications

- Requires a minimum of a bachelor's degree in a discipline related to the position (such as anthropology, archaeology, museum studies, Native American studies, American history studies or similar) and ten (10) years of administrative experience in relevant positions at a museum or similar institution (cultural centers, museums and/or historic sites) with a record of increasing professional responsibility and measurable accomplishments. OR Twenty (20) years of experience in relevant positions at a museum or similar institution (cultural centers, museums and/or historic sites) with a record of increasing professional responsibility, administrative experience, and measurable accomplishments.
- Requires working knowledge of NAGPRA-related federal and Illinois laws.
- Requires extensive knowledge and relevant experience of working with Indigenous Communities.
- Requires extensive knowledge and relevant experience of administering program funds.
- Requires extensive knowledge and relevant experience of supervising and evaluating performance of subordinate staff.

Preferred Qualifications

- Master's degree in a relevant discipline for the specific position (such as, but not limited to: Native American or American Indian studies, Museum studies, Business Administration or similar.)
- Working knowledge and relevant experience addressing maintenance, safety, or operational concerns at a site or facility.
- Working knowledge and relevant experience in collaboration on exhibit development and programming in a museum or comparable setting.
- Working knowledge and relevant experience in collaboration on educational programming for a wide range of audiences in a museum or comparable setting.
- Working knowledge and relevant experience in forging connections with local communities and developing partnerships with local, state, and/or national organizations.
- Strong record of accomplishments that either elevated the stature of your institution, attracted new resources, or expanded the knowledge base in a field of study.
- Participation in (and/or held leadership roles in) professional societies.

Conditions of Employment

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position. The State of Illinois complies with federal and state disability laws and will make reasonable accommodations for applicants and employees with disabilities:

1. Requires completion of a background check and self-disclosure of criminal history.
2. Valid driver's license

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Division Statement

The Illinois State Museum (ISM) is a division of IDNR and is a system of museums and galleries serving the people of Illinois. The mission of ISM (accredited by the American Alliance of Museums) is to promote discovery, lifelong learning, and stewardship of the natural and cultural heritage of Illinois. It strives to integrate its original research and diverse collections to advance knowledge and create thought-provoking exhibitions and educational programs and resources. The Illinois State Museum is committed to creating an inclusive workplace that is mindful of community stories and lived experiences.

Work Hours: Mon-Fri 8:30am - 5:00pm with a 1 hr. Lunch

Note:

However, due to scheduled programs & events or project deadlines, some weekends or evenings may be required.

Work Location: Dickson Mounds Museum, 10956 N Dickson Mounds Rd, Lewistown, Illinois, 61542

Agency Contact: Vicky Fowler

Email: Vicky.fowler@illinois.gov

Phone #: (217) 785-5387

Posting Group: Arts, Design & Cultural

Agency statement

Charged with preserving, protecting, and promoting Illinois' natural resources, the Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil well, parks, historic sites - and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs; flexible/remote work schedules may be available for certain positions.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com