

JOB POSTING

Curator of Education for Art & History (Curator I)

Date: August 30, 2023

Location: Springfield, IL

Job Requisition ID: 30243

Agency: Illinois Department of Natural Resources, Illinois State Museum

Closing Date: 9/22/2023

Salary: \$4,499 - \$6,271

Job Type: Salaried, full time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC63, (non-code)

This is a union position; therefore, provisions of the relevant collect bargaining agreement apply to the filling of this position.

All applicants **must** apply electronically at

illinois.jobs2web.com

Posting Identification Number: 12-00-30243

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Position Overview

The Assistant Curator of Education (Art & History) performs duties mostly independently, while under the supervision of the Associate Director of Education (AD-Ed). They execute highly specialized duties and complex projects that require special expertise, an extensive and intensive knowledge base in informal education, formal education, and art or history education, and skills for the specific position. This position works toward established goals in the ISM's strategic plan and educational plan in the Museum focusing on art and history disciplines; is responsible for researching, developing, coordinating, promoting, delivering, and evaluating public programs and floor activities for diverse Museum visitors with consideration of inclusion and equity; and functions as the primary staff person responsible

for developing, promoting, executing, and evaluating on-site and virtual school programming that focuses on art and history education. This position also functions as a Teacher Programs and Curriculum Specialist.

This position will conduct research on issues such as informal education and learning; collect and analyze data for educational program evaluation; and contribute to new knowledge and experiences through the development, execution, and evaluation of educational programs. This position assists senior staff in seeking external funding from highly competitive funding sources for research, collections, exhibitions, and programs, including federal grants where nationally recognized expertise and higher degrees are required to be competitive. They are expected to write reports and articles for publication in peer-reviewed journals, museum publications, and popular outlets; and confidently give oral presentations to a variety of audience types.

Museum staff are impelled to engage in a regular cycle of professional development to maintain competence and currency in their areas of expertise or responsibility; and participate in relevant professional organizations. This position is expected to be able to occasionally travel locally, regionally, or statewide to participate in professional development, outreach events, and for general operational needs of their work site. They may be requested to consult, advise, or present information to share their knowledge and experience with museum professionals, students, and the public.

Each staff member is expected to create work that is visible to the residents of Illinois; work in a team environment across geographic locations and disciplines; perform 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; follow all relevant state and federal laws; and abide by professional museum ethics. Staff are encouraged to promote the activities of the Illinois State Museum Society (a not-for-profit membership organization chartered independently but recognized in the state statutes to support the research and educational programs of the Illinois State Museum).

Job Responsibilities

1. Under the supervision of the Associate Director of Education (AD-Ed) works toward established goals in the ISM's strategic plan and educational

plan in the Museum focusing on art, history, and related disciplines and functions as a Teacher Programs and Curriculum Specialist:

- Develops, implements, facilitates, and evaluates school programming for all school ages (PreK-12), as related to history or art-based education based on best practices, state learning standards, and 21st century learning skills; strives towards a State-wide reach for the Museum and its resources.
- Serves as the art and history subject matter expert (SME) on the Museum's education team to develop school-based programming for all ISM-affiliated sites.
- Designs, implements, facilitates, and evaluates professional development programs for educators.
- Creates and develops teacher resources including lessons, curriculum, videos, and toolkits for use in the classroom.
- Plans, organizes, and executes an annual teacher appreciation event.
- Serves as the point of contact for schools scheduling field trips to the ISM; Greets school groups upon arrival to Museum.
- Designs and delivers history or art-based outreach programs that also include pre- and post-visit materials and activities that help put the program into context for the students.
- Ensure all school programming is rooted in culturally responsive teaching practices.

2. Under the supervision of the Associate Director of Education (AD-Ed) works toward established goals in the ISM's strategic plan and educational plan in the Museum focusing on art, history, and related disciplines and functions as a Public Programs Specialist.

- Develops, implements, facilitates, and evaluates public history or art programming for adult audiences.
- Develops, implements, facilitates, and evaluates family programming that creates effective real-world art or history experiences and encourages intergenerational participation that promotes collaboration, critical-thinking skills, and life-long learning.
- Develops, implements, facilitates, and evaluates revenue-generating programming such as camps, workshops, and more for PreK-12th grade level students.
- Collaborates on interpretive content and creates programs that deepen audience engagement with exhibit materials.

- Staffs on-site public programs and off-site Museum-related programs at community events.
 - Engages in family programs, lectures, and workshops taking place onsite at the Museum, in off-site locations, and in virtual formats.
 - Serves as the Education department volunteer coordinator and intern liaison.
3. Functions as a content expert for Museum education on various committees and teams (internally and externally); and specializes in the art and history education components.
- Works with the AD-Ed and other members of the education team on developing objectives, implementing programming, and conducting subsequent evaluations.
 - Creatively integrates Diversity, Equity, Accessibility, and Inclusion (DEAI) principles into the development and execution of educational programming and resources across all ISM-affiliated sites (actual and virtual).
 - Serves as the art and history education subject matter expert (SME) on the Museum's exhibit development teams.
 - Collaborates on advertising and marketing materials for educational programming; assists with proofreading and editing other educational content designed for distribution.
 - Maintains the education pages on the Museum's website; ensures content is current and relevant; and updates program calendars.
4. Provides direction and support for subordinates within the education team (including Museum Technicians, Interns, Docents, and Volunteers); and occasionally travels locally, regionally, or statewide to assist staff at ISM-affiliated sites with on-site educational programming, outreach events, and for general operational needs of their worksite.
- Assists the AD-Ed in the development of robust docent programming as it pertains to art and history education.
 - Serves as backup for duties primarily assigned to other members of the Education team and front-line visitor service associates, such as periodically staffing the Play Museum (a hands-on exhibit area within the Museum designed for children ages 3-10 and their families); and

conducting floor programming in other exhibit galleries for enhanced visitor experience.

- Works overtime to staff scheduled public programs or events on-site at the Museum or at an ISM-affiliated site during evening, holiday, or weekend hours.

5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements

1. It is a requirement of this position that you have an extensive and intensive knowledge base in formal education, art and/or history, and learning in informal settings, obtained from having earned a Master's degree (M.F.A or M.A.) in the field of museum studies, museum education, education, art history, history, art therapy, public history, anthropology, archaeology, or relevant discipline.
2. Requires a minimum of 3 years' relevant experience.
3. Requires a demonstrated record (working knowledge level of experience) in development and delivery of history and/or art-based educational programs within a museum or similar environment.
4. Requires a demonstrated record (working knowledge level of experience) in production of educational materials.

Preferred Qualifications

1. Prefers a demonstrated record of research and/or educational accomplishments that contribute to state or national stature.
2. Prefers publication of research in professional journals and/or articles in popular outlets.
3. Prefers participation in state or national professional societies.
4. Prefers previous success in securing grants.
5. Prefers a working knowledge level of directing the work of subordinates (including interns or volunteers).

Employment Conditions

All applicants must be able to meet the following Conditions of Employment to be considered for this position:

1. Ability to pass background check.
2. Possession of a valid Driver's License
3. Ability to travel.

4. Candidates will be required to give oral presentation during the interview stage (subject to be determined).

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 wells, 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 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: Monday - Friday, 8:30am - 5:00pm, due to project deadlines or scheduled public programs and events, some evening or weekend hours may be required.

Work Location: IL State Museum, 502 S. Spring St Springfield, IL 62704

Agency Contact:

Vicky Fowler

IDNR Human Resources

Email: vicky.fowler@illinois.gov

Phone #: 217-785-5387

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign into the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account. If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

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