

## JOB POSTING

### Museum Technician I – Museum Educator

**Date:** Aug 24, 2023  
**Location:** Springfield, IL, US, 62704  
**Job Requisition ID:** 29802  
**Agency:** Department of Natural Resources  
**Closing Date:** 09/15/2023  
**Salary:** \$3,998.00 - \$5,669.00/Per month  
**Job Type:** Salaried Full Time  
**County:** Sangamon  
**Number of Vacancies:** 1  
**Plan/BU:** RC062, 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](http://illinois.jobs2web.com)

**Posting Identification Number:** 12-00-29802

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

#### **Position Overview**

Under supervision of the ISM Associate Director of Education (AD-Ed), and in collaboration with the National History Day (NHD) organization and in association with its Illinois regional leaders, the Museum Educator History (Museum Technician 1) primarily functions as the coordinator for the state-wide NHD in Illinois affiliate program. Utilizing a network of educators, collaborators, partners, and sponsors, the NHD in Illinois Program Coordinator will organize and present high-quality experience for students and teachers participating in annual contests on the local, regional, state, and national levels.

This position is also secondarily responsible for assisting the Museum's education section staff with the development, planning, and delivery of

adult, family, and school programs held at the Illinois State Museum, online, or at outreach events.

National History Day is a yearlong academic program for 4th-12th grade students centered around historical research interpretation, and creative expression with the mission of "Influencing the future through discovery of the past." NHD's core program is its competition in which students in grades 6-12 choose a topic and dive deeply into the past by conducting extensive research in libraries, archives, and museums. They then present their conclusions and evidence through papers, exhibits, performances, documentaries, or websites, moving through a series of contest levels where they are evaluated by professional historians and educators. Students typically conduct research between September and March, depending on the timeline of the local, regional, and state competitions. The national competition is held in June. NHD's affiliates are the backbone of the program, serving the teachers and students in their respective areas.

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.

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. The NHD in Illinois Program Coordinator has the following duties and responsibilities:
  - Develop connections and maintain relationships with school districts and public schools, private schools, and home-school programs to promote value, establish teachers as sponsors for the program, and increase overall participation.

- Develop fluency and be prepared to assist educators in locating professional development opportunities and resources to support their efforts to teach research skills and project applications (papers, exhibits, performances, documentaries, or websites), including the NHD® site.
- Develop fluency and be prepared to connect students with known and lesser-known reference resources (including national, state, and local agencies and cultural organizations).
- Create and maintain database of educators, regional representatives, and event coordinators to disseminate History Day-related information readily and methodically.
- Communicate regularly with NHD® organization and other affiliate coordinators for best practices, training resources, and new ideas.
- Develop and distribute marketing and promotional materials (including press releases).
- Prepare and submit reports (operational and financial) as required or requested.
- Develop, create, and maintain informational Illinois History Day website (linked from NHD® website).
- Assist with planning and logistics of regional competitions; and provide instruction and training for coordinators, judges, and volunteer staff.
- Function as Event Planner of the annual Illinois History Day State Competition and oversee planning, development, and logistics for either on-site or virtual execution (including recruitment of judges and volunteers; and provide instruction and training for coordinators, judges, and volunteer staff.
- Serve as on-site “day-of” Coordinator of the Illinois History Day State Competition event.
- Plan Illinois’ participation in the NHD® national contest, assist student delegation with travel and mentorship, direct program activities, and oversee volunteers.
- Collect and analyze evaluation feedback from various stakeholders that results in action items to improve program quality, create equitable experiences, and expand reach.

2. This position is responsible for assisting with the planning and delivery of school programs held at the Illinois State Museum, online, or at outreach events. Executes various technical assignments as delegated by senior staff within the Education section that correlate with established goals in the

ISM's strategic plan and educational plan in the Museum focusing on history and related disciplines.

3. This position is responsible for assisting with the planning and delivery of public programs held at the Illinois State Museum, online, or at outreach events. Executes various technical assignments as delegated by senior staff within the Education section that correlate with established goals in the ISM's strategic plan and educational plan in the Museum focusing on history, and related disciplines.

4. Performs other duties as required or assigned which are reasonably within the scope of the Position Overview.

#### **Minimum Requirements**

1. It is a requirement of this position that you have a knowledge base in education, history, cultural history, anthropology, or humanities obtained from having earned a bachelor's degree in a relevant discipline.
2. It is a requirement of this position that you have relevant work experience.

#### **Preferred Qualifications**

1. It is preferred that the candidate has a working knowledge level of experience as a teacher, instructor, or trainer. Working Knowledge is defined as having some previous acquisition of knowledge and training and general work experience in this area of responsibility.
2. It is preferred that the candidate has a working knowledge level of experience with database design and maintenance. Working Knowledge is defined as having some previous acquisition of knowledge and training and general work experience in this area of responsibility.
3. It is preferred that the candidate has a working knowledge level of experience as a content coordinator (a person who manages and produces content for a website or other digital platforms, usually for marketing or informational purposes). Working Knowledge is defined as having some previous acquisition of knowledge and training and general work experience in this area of responsibility.
4. It is preferred that the candidate has a working knowledge level of experience as an event planner or coordinator. Working Knowledge is defined as having some previous acquisition of knowledge and training and general work experience in this area of responsibility.

### **Employment Conditions**

All applicants must be able to meet the following Conditions of Employment 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. Ability to pass background check.
2. Possession of a valid Driver's License
3. Ability for occasional overnight travel

### **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:** Mon-Fri 8:30AM-5:00PM

**Work Location:** State Museum 502 S. Spring St Springfield, IL 62706

### **Agency Contact:**

Vicky Fowler

Email: [Vicky.Fowler@illinois.gov](mailto:Vicky.Fowler@illinois.gov)

Phone #: 217-785-5387

Job Family: Arts, Design & Cultural

This position DOES NOT contain “Specialized Skills” (as that term is used in CBAs).

### **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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)  
[systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)