

## **Education Assistant- Contract Term**

Illinois State Museum Society • Springfield, Illinois

### **ABOUT US**

The Illinois State Museum Society is a 501(c) (3) charitable organization founded in 1952. Since its inception, the Society has provided valuable support - with both financial resources and advocacy - for the programs and operations of the Illinois State Museum. We are looking for the right person to join us in furthering the Museum's efforts to study, collect, and interpret Illinois' land, life, and people.

### **THE OPPORTUNITY**

The Illinois State Museum recently received an Institute of Museum and Library Services grant to create equitable opportunities for classrooms across Illinois. This position will help develop and execute learning experiences directly related to this grant. In addition, this position will help build digital resources including but not limited to lessons, resources, videos, and 3-D scans for a teacher to use. This position will also assist in developing, evaluating, and modifying programs and content related to natural science, art, anthropology, and history.

To be successful in this position, the candidate will need to be a strong curriculum writer who has experience in education. The successful candidate also needs to be able to balance multiple work projects and deadlines and work collaboratively and independently. The candidate will have to be able to work with various types of technology, including but not limited to our 3D scanner, video editing software, and webpage design layouts.

### **THE SKILL SET**

- Bachelor's degree in education, museum education or studies, or a discipline relevant to muse
- At least three years of paid work experience as an educator preferred
- Demonstrated ability to successfully create and execute formal lesson plans or informal public program
- Strong written and oral skills, as well as strong digital content skills
- Experience with spreadsheets, blogs, digital collaborative platforms like Google Suite, and social media
- Experience with desktop publishing software, filming and basic video editing, photography, and audio recording preferred.
- Meet deadlines and work on various projects at once

**EMPLOYER**

The Education Assistant 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.

**WORK LOCATION**

Illinois State Museum, 502 South Spring Street, Springfield, IL 62706

**EMPLOYEE DURATION**

This position is a term position. This position will work 320 hours over two months in June through August.

**SALARY:** \$18/hour

**BENEFITS**

None

**TO APPLY**

Send cover letter, resume, and contact information (phone and email) for three professional references in a single PDF document to: Director of Interpretation, Jenn Edginton at [Jenn.edginton@illinoisstatemuseum.org](mailto:Jenn.edginton@illinoisstatemuseum.org)

**APPLICATION DEADLINE:** June 8, 2022

The Illinois State Museum Society is an equal opportunity employer.