



## **Museum Program Coordinator**

### **Arlington Heights Park District**

**Contact Name:** Dan Schoeneberg

**Contact E-mail:** DSchoeneberg@ahpd.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$16-\$19 Hourly

#### **Description:**

##### Overview

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—the largest community in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 22 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, the Senior Center and 58 parks across 716 acres of land. In our over 95-year history we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years and receiving multiple awards for fiscal responsibility.

##### Job Specific Information

The Arlington Heights Historical Museum, a small award-winning historical institution in the north suburbs of Chicago, Illinois offers an important opportunity to create and implement all levels of programming that engage the public and collaboratively interpret the development, history and culture of this vibrant suburban community; develop and manage the museum's school and scout programs, History Camps, Special Events, Youth, Adult, and Family programs, and promote the museum to the public. This is a part-time 25-28 hours/week position.

##### Essential Job Duties

Develops, coordinates and supervises Museum community, educational, interpretive, specialty, and recreational programs and workshops for youth, adults and families

Develops, implements and schedules programming that integrates specifically with school-aged and scout curricula

Develops, implements and supervises History Camp program.

Plans, coordinates and supervises special events

Recruits and trains part-time and seasonal Historical Museum staff and volunteers to assist with programming

Develops monthly Gallery schedule, as well as schedules all museum programming with appropriate staff.

#### Education, Experience and Training

BA/BS in Parks and Recreation, Public Programming or Administration, Education, Museum Education, Historical Administration, Public History or a closely related field from an accredited college or university

Minimum of one to two years' experience in supervising adult and children's activities or programs

Or, any equivalent combination of education, experience and training

Please visit the link to submit an application:

<https://ahpd.bamboohr.com/careers/37?source=aWQ9MjQ%3D>