



Museum Director

Arlington Heights Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$59,126 - \$64,126

Description:

Join the Arlington Heights Historical Museum as the new Museum Director. The Museum Director is responsible for the operation of the Historical Museum including the supervision of employees, administration of daily operations, curatorial care, and strategic development within the intergovernmental partnership between the Arlington Heights Park District, Village of Arlington Heights, and the Arlington Heights Historical Society. If you have a passion for history, culture, and life-long learning this is the perfect opportunity to do what you love!

The Arlington Heights Historical Museum (AHHM) is located in the northwest suburbs of Chicago and 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 thriving suburban community.

The Arlington Heights Historical Museum's mission is to serve the residents and visitors of Arlington Heights by providing a vibrant, dynamic space for engaging with Arlington Heights history that inspires curiosity in and connection to our local and global community.

Ways we accomplish this:

- Ethical & thoughtful collection and preservation of Arlington Heights history;
- Interpretation & exhibition that enrich lives, foster curiosity, and inform the future;
- Engaging and entertaining programs & events that fulfill and inspire;
- Preservation and maintenance of the Muller & Banta houses, Coach house, Soda Pop Factory building, and grounds of the Museum complex.

ESSENTIAL JOB DUTIES

- Organizes, directs, supervises and executes programs, events, collections and exhibits in cooperation with Museum staff, volunteers, and partners to further the mission & vision of the Historical Museum.
- Identifies funding needs and opportunities and researches & applies for applicable grants.
- Works with and provides guidance to Museum staff to determine new programming, outreach, development and strategic growth opportunities at the Museum.
- Ability to plan, lead, and evaluate Museum programming including camps & day off programs, school field trips, scout programming, and special events.
- Administers the coordination and implementation of a comprehensive program of collections management that follow ethical museum guidelines according to professional standards.

- Commitment to maintaining a positive and collaborative environment with Museum staff and partners

This position will need a strong knowledge of:

- Historical preservation and conservation
- Program development
- Principles, practices and objectives of park and recreation administration
- Principles of financial management

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Museum Studies, Park Administration/Recreation, Public Administration or closely related field from an accredited college or university; Master's Degree Preferred.
- Minimum of two or more years of demonstrated success as a museum manager or administrator
- Or, any equivalent combination of education, experience and training

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District operates five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three times National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.

<https://ahpd.bamboohr.com/careers/152>