



CURRENTLY RECRUITING

Education Manager

Full-Time Position

Location: Bess Bower Dunn Museum – Libertyville, IL

Wage Range: \$72,905.00 – \$91,188.00 – \$109,472.00

Application deadline: Open until Filled

SUMMARY

The Education Manager is responsible for all historical education programs, including overseeing and participating in the development, implementation, coordination, promotion and evaluation of programs for a variety of audiences. Program formats include school and scout programs, public programs, and large scale special events at the Bess Bower Dunn Museum of Lake County (Dunn Museum), Fort Sheridan Forest Preserve, Adlai E. Stevenson II Historic Home, Bonner Heritage Farm and other preserves and facilities as appropriate. This position frequently collaborates with staff from other departments on the development of interpretive materials. Manages education staff and volunteers; ensures that operations are compliant with organizational policies and procedures. Develops schedules, defines work assignments and conducts staff meetings. Monitors best practices within the museum education field to ensure that educational programs are consistent with the national standards and best practices for an accredited museum as defined by the American Alliance of Museums. Serves as a resource specialist and conducts educational training for teachers and other adults. Prepares and manages division budget. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting. Performs lifting tasks up to 50 pounds.

EXPERIENCE

Bachelor's Degree in history, public history, museum studies, education, or a related field. Five years of work experience in a related educational field. Interpersonal skills, both oral and written, necessary to effectively manage staff and work with the general public. Must possess good analytical skills, problem solving ability and judgment. Ability to use a computer, and possess working knowledge of word processing and desktop publishing software. Must have the ability to meet deadlines and manage multiple tasks and initiatives simultaneously. Ability to work weekend and evening hours for programs and events. Must possess valid driver's license.

HOW TO APPLY AND APPLICATION DEADLINES

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Interest in employment with the Forest Preserve can be expressed by submitting an application online at www.LCFPD.org. Positions are open until filled.

ABOUT LAKE COUNTY FOREST PRESERVES

The Lake County Forest Preserves offers an excellent work environment as well as a comprehensive benefits package, including medical, dental, and life insurance, IMRF pension plan, and paid vacation, personal, and sick leave.

As principal guardian of Lake County's open space and natural area since 1958, we manage more than 30,900 acres of land and offer innovative educational, recreational and cultural opportunities for all people. Visitors of all ages can enjoy over 206 miles of trail for a variety of outdoor recreation uses, ponds and lakes for fishing, public golf courses, historical and cultural venues, public access to the Fox River and Lake Michigan, and award-winning nature and history education programs and events.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date posted: September 14, 2021



Smoking is not permitted in our facilities.