

ELLWOOD HOUSE ASSOCIATION, INC.  
509 North First Street, DeKalb, Illinois 60115

Job Description: Curator of Education and Interpretation

Position Type: Full Time (40 hours weekly), Exempt

Supervisor: Assistant Director

Employees Supervised: Interns and Volunteers

**WORK SUMMARY:**

The Curator of Education and Interpretation is responsible for planning, implementing, and evaluating the Ellwood House Museum's educational and interpretive mission. Duties include, but are not limited to, youth, family, adult educational activities, volunteer recruitment, training, and management, appropriate interpretation of the historic buildings, and ensuring proper collections management. The individual in this position will provide leadership to a growing number of interns and volunteers and will work to explore and achieve new ways of offering content to diverse audiences while also maintaining and creating active collaborations within the community.

**ESSENTIAL FUNCTIONS:**

- Conduct volunteer recruitment, and, in conjunction with the assistant director and museum staff, create a robust volunteer training program; coordinate the volunteer recognition program as part of the Ellwood House Association, Inc. annual meeting.
- Oversee day-to-day operations of the tour program by scheduling volunteers for the Visitor Center front desk and for guided tours; ensure that educational and interpretive goals are being met; deliver guided tours.
- Coordinate and deliver tours and programming for school fieldtrips; plan and schedule "Ellwood Explorers" summer programs for youth and family audiences.
- Grow the interpretive value of each of the museum's annual events and develop approaches to use trained volunteer tour guides to fill capacity needs.
- Identify grants and apply for funding for the education and interpretation program area.
- Contribute to the quarterly members' newsletter by writing educational, collections, exhibits, and volunteer content columns.
- Coordinate an annual adult lecture series related to our exhibits, historical content, or other appropriate topics.
- Supervise both the annual Jerry and Annette Johns Collections intern and the Selenia Rolfe Towle Teague intern.
- Work with the Collections & Facilities Committee to further refine the collections by recommending new acquisitions and deaccessions; maintain paperwork for donations, loans, and other collections documentation.
- Develop press materials and social media announcements for the education and interpretation program area.

**OTHER FUNCTIONS:**

- Work with the media by writing press releases; participate in editorial and commercial inquiries regarding the Ellwood House legacy and barbed wire by being interviewed or by serving as an on-camera spokesperson for the museum.
- Work as part of a team responsible for upgrading exhibits and producing a schedule of changing art and history exhibits within the Visitor Center.
- Assist with special projects or assignments as directed.

- Demonstrate positive telephone and interpersonal skills that promote open communication, friendliness, and respect for all visitors, employees, and volunteers.

QUALIFICATIONS:

- Bachelor’s degree required; three to five years as a museum educator and experience with volunteer management preferred.
- Experience with public program implementation; exceptional administrative and organizational skills; computer expertise with experience in web-based applications and social networking; strong interpersonal skills; communication skills in the English language.
- A passion for history, architecture, and museums; demonstrated ability to think creatively and strategically; excellent writing skills, especially the ability to write about the museum, its collections, and program activities in a manner that engages and informs diverse audiences.

Candidate will be required to successfully complete a background check.

Must be available to work one day each weekend from March through December.

Benefits: Vacation pay, sick pay, SIMPLE IRA with 3% employer matching contribution. Healthcare coverage is not offered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* In the work environment described below, the position requires working at desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 50 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.
- *Work Environment:* The majority of work will be performed in a multi-level work area over ten acres of property. Museum buildings are not accessible to the mobility impaired.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position.

An Equal Opportunity Employer

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Employee Name (print)	Employee Signature	Date
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Supervisor Signature	Date
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