



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: MUSEUM PROGRAM COORDINATOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for developing, implementing, and supervising all educational, interpretive, recreational, and specialty programming for Pre-K through 12 youth, school, and scout audiences, families, and adults at the Arlington Heights Historical Museum.

SUPERVISORY RELATIONSHIPS

- Accountable to the Museum Administrator
- Supervises Historical Museum volunteers and the Museum Program Instructors in coordination with the Museum Administrator

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 winter break, summer break, summer History camp, and other programs as directed by the Museum Administrator
- Develops and coordinates birthday party planning
- Plans, coordinates, and supervises special events
- Recruit and train part-time and seasonal Historical Museum staff and volunteers to assist with programming
- Develops monthly Gallery staff schedule, as well as schedules all museum programming with appropriate staff
- In conjunction with the Museum Administrator, monitors program area revenues and expenses
- Collaborates with the Museum Administrator and the Marketing and Communications staff to publicize and promote Museum programs through the program guide, Museum's newsletter, press releases, online postings, Park District and Museum websites, and social media
- Coordinates tasks with Museum staff for special events and projects
- Shares office hour coverage
- Maintains a good working relationship with the patrons of the Museum at all times
- Attends work regularly
- Maintains a clean and organized work environment
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Assists the Museum Administrator in cooperative endeavors with other local community entities
- Assists with committees, as needed
- Recruits and trains part-time and seasonal Historical Museum staff and volunteers to assist with public, educational, interpretive, and special event programming
- Trains part-time/seasonal staff and volunteers to assist with educational, recreational, school, and scout programming
- Works with the Curator and Museum Administrator on exhibit creation and theme development including designing graphics and layouts for museum exhibits
- Assists with Museum rental requests
- Assists in the development of social media and website postings in conjunction with the Museum Administrator and other staff

REQUIRED KNOWLEDGE

- Good knowledge of special events, and youth, adult, and family educational and craft programs
- Good knowledge of pertinent safety precautions
- Good knowledge of school-aged activities and educational programming, as well as educational and learning modalities
- Good knowledge of relevant resources, the academic community, etc.
- Knowledge and understanding of Illinois State School Curriculum guidelines and requirements.
- Knowledge and understanding of Scout guidelines, programs, systems, and requirements

REQUIRED COMPETENCIES

- Ability to instruct and manage groups of school-aged children
- Ability to research to develop programs
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with supervisors and co-workers
- Ability to work harmoniously with fellow employees, participants, and patrons
- Ability to work with general direction from immediate supervisor
- Capacity to utilize effective time management skills to complete the assigned job tasks
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public orally and in writing, as needed
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor

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

HOURS

- Sunday through Saturday, approximately 25-28 hours a week, varied hours based on the Museum's hours of operation, with work hours designated by the Director of Recreation and Facilities
- Overtime, night, weekend, and holiday work hours, as required; overtime must be approved by the Museum Administrator
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing or sitting for sustained periods while completing work
- Comfortable wearing historic reproduction clothing as needed. This includes natural fiber garments, authentic to a given period.
- Occasional work in front of stoves or campfires, exposure to wood smoke, heat, and open flame
- Occasional work with implements such as knives, cast iron cooking equipment, woodworking tools such as saws and hammers
- Repetitive hand/arm movements such as when setting up displays in the Heritage Gallery for visitors
- Some bending, twisting, and walking while performing job duties
- Some bending, kneeling and reaching for items off the floor and on high shelves
- Ability to lift up to 25 lbs. in museum items, storage boxes, and other supplies.

- General work area is indoors, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while supervising special events or attending job-related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high-stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete a high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device such as a mask or mouthpiece
 - Non-latex gloves

This job description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/1984

Revision Approved – 10/13/1987, 8/1/1990, 3/24/1998, 6/08/2004, 8/27/2010, 11/1/2013, 3/4/2016,
3/5/2021, 10/14/22

Reviewed – 2/5/2001, 3/23/2006, 9/10/2008



Executive Director