

POSITION DESCRIPTION

Galena - Jo Daviess County Historical Society

Position Title: Director of Education and Outreach
Location: Galena History Museum, 211 S. Bench Street, Galena, IL
Reports To: Executive Director
Status: Full-time; Salaried
Approved By: Historical Society Board of Directors
Date Approved: February 6, 2018

SUMMARY: This position is responsible for the historical and educational programming of the Historical Society, thereby advancing the mission and goals of the organization. The Director of Education and Outreach will be delegated responsibilities relating to history, public engagement and/or administration as appropriate considering his/her academic and work history.

APPOINTMENT AND SUPERVISION: This position is appointed by the Board of Directors and works under the general supervision of the Executive Director.

DUTIES AND RESPONSIBILITIES include the following:

Presentation of local history at the museum, to motorcoach and adult/student groups, and at special events. Schedule group tours; create contracts; assist group planners and teachers.

Work closely with the curator, blacksmith, staff, volunteers, and docents to ensure historical accuracy of all programming.

Coordinate special events and programs which engage the public; engage volunteers to expand impact and capacities of events, including fundraisers.

Oversee the Oral History program, conducting audio/video histories for Society archives. Recruit and train volunteers to expand the program.

Assist genealogists, students, authors and the general public in researching local history.

In coordination with the curator, create temporary exhibits (at least one per year or as directed by the Executive Director) using Society and/or loaned objects.

Oversee maintenance and cleanliness of the Museum exhibit galleries and facility; engage maintenance specialists as needed.

Strengthen awareness of and appreciation for the Society as storyteller for Galena and the Driftless.

Attend meetings with members, local government and other organizations to further the goals of the Society.

Perform other assignments within the scope of the overall mission of the Galena - Jo Daviess County Historical Society, as directed by the Executive Director.

QUALIFICATIONS: The Director of Education and Outreach will have prepared for this position through a combination of education and experience. A degree in history is preferred; a degree in education or public relations is appropriate. Experience will include application of one's academic training, preferably in an organization presenting historical or educational material to the public.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The Director of Education and Outreach will be able to work independently while being responsive to and complementing the activities of the Executive Director and other staff. When the Director of Education and Outreach's strength is in history, it is expected that an understanding of public engagement will be needed. When the Director of Education and Outreach's strength is in education or public relations, it is expected that an understanding of presenting history in compelling ways will be needed.

The Director of Education and Outreach will act in the best interest of the Society. This includes maintaining confidentiality, adapting one's schedule as events suggest, using one's vehicle as necessary to travel to meetings and events, and presenting a professional persona.

PHYSICAL DEMANDS: While performing the duties and responsibilities of this position, the employee is frequently required to stand, walk, talk, listen, see and hear. The employee must occasionally lift and/or move heavy objects.

WORK ENVIRONMENT: While performing the duties of this job, the employee usually works indoors, in a climate controlled environment. A three-story facility requires the ability to negotiate stairs.