



Museum Program Coordinator

This part-time position assists the Museum Manager in tasks related to community engagement, public relations, and other public facing activities at The Museums at Lisle Station Park relating to the interpretation of Lisle's history and culture.

Major responsibilities include the following. Other responsibilities may be assigned.

1. Provide guided tours to visitors and develop interpretive materials for tours and displays.
2. Develop and facilitate museum programming with the Museum Manager.
3. Track visitor attendance, measure community engagement and impact.
4. Support social media management and marketing tasks.
5. Coordinate museum events and rentals.
6. Support volunteer recruitment, training, and management.
7. Support daily and weekly needs of The Museums at Lisle Station Park
8. Performs job safely and in compliance with the park district's policies and procedures, work rules and safety rules.
9. Maintains a clean and organized work environment.

Requires expertise typically acquired through completion of a high school program. Knowledge of Past Perfect software, grant writing and / or fundraising experience preferred.

Minimum of 2 years related work experience providing educational programming/lessons for children and adults is required.

Physical requirements include: good speaking, hearing and vision ability, excellent manual dexterity, ability to lift and carry up to 30 pounds occasionally and up to 10 pounds frequently; ability to stoop, bend and climb stairs.

May occasionally assist with grounds and facility maintenance.

Will have to walk to various historical facilities in the same general vicinity on a regular basis.

May require working weekends and evenings, and attending community and other special interest group meetings. Average work week is up to 29 hours.

Pay is up to \$13/hour depending on experience

Interested applicants must apply online at www.lisleparkdistrict.org/jobs