POSITION: Manager of Public Programs & Special Projects
ORGANIZATION: Illinois Holocaust Museum & Education Center
REPORTS TO: Director of Education
LOCATION: Skokie, IL

MUSEUM VISION
To be a world leader in connecting the history and lessons of the Holocaust to the issues of today, and inspiring and enabling people to take meaningful action.

MISSION STATEMENT
The Illinois Holocaust Museum & Education Center is dedicated to preserving the legacy of the Holocaust by honoring the memories of those who were lost and by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum fulfills its mission through the exhibition, preservation, and interpretation of its collections and through education programs and initiatives that foster the promotion of human rights and the elimination of genocide.

BACKGROUND
The founding principle of the Illinois Holocaust Museum & Education Center (IHMEC) is Remember the Past, Transform the Future. IHMEC uses the history and lessons of the Holocaust to transform the future - to equip students, educators and the public with knowledge, skills, and courage to take a stand for humanity. From simple beginnings as a single classroom, the organization has grown to become the 3rd largest Holocaust Museum globally and an internationally recognized leader in the fields of the Holocaust and museum education.

The Museum currently welcomes and touches the lives of approximately 200,000 people of all ages, nationalities and cultural backgrounds each year. Visitors are empowered to become Upstanders for social justice, to speak out against genocide, and to lead by example. We teach the lessons of the Holocaust through cutting-edge exhibitions, innovative public programming, inspiring student leadership days, premier educator professional development opportunities and meaningful Law Enforcement Action in Democracy programs. Special exhibitions and programming go deeper into the aspects of the Holocaust and broader into other areas of human rights.

Public Program formats include lectures, book and author, film screenings with discussions, performances, symposia, commemorations, concerts, and special events.

THE OPPORTUNITY
Two of the three goals highlighted in the strategic plan are focused on education. The first goal is a continued focus on innovating how people connect with the history and lessons of the Holocaust and take action. The second strategic goal is to increase the number of people (students/educators and general audiences) interacting with the Museum. This goal includes not only increasing the number of visitors to the Museum itself but also the creation of learning and engagement opportunities beyond the Museum walls.
These goals are supported by the Education Department and the Manager of Public Programs & Special Project through the creation and implementation of a diverse array of public programs and through special projects. The Manager of Public Programs & Special Projects has the opportunity and responsibility to raise the profile and impact of the museum as a thought leader and voice of conscience through high quality programming, special projects, as well as partnerships.

THE POSITION

Reporting to the Director of Education, the Manager of Public Programs & Special Projects plans and executes the Museum’s world-class public programming initiatives. The Manager of Public Programs & Special Projects provides leadership and management: developing innovative, meaningful, action-oriented programming; expanding its reach and impact; and engaging new and core audiences, as well as cultivating partnerships. Programs are designed to provide thought-provoking, meaningful content and conversations. Public programming focuses around exhibitions, commemorations, and Holocaust, genocide, and human rights topics. The Manager of Public Programs & Special Project works with the Education Department team, and all other departments, including (1.) Exhibitions, to develop programs tied to exhibitions; (2) Marketing, on developing and implementing partnerships and communicating about programs to the museum’s diverse audiences; (3.) Development, to support fundraising initiatives for programs and exhibits; and (4.) Operations, to execute programs.

Major responsibilities:
1. Lead and oversee the creation of public programs related to exhibitions, commemorations, and other Holocaust, genocide and human rights topics.
2. Develop partnerships around all programs and exhibitions for content, audience development, and marketing.
3. Create marketing material content in partnership with Marketing department for all promotional materials.
4. Steward, organize, troubleshoot, and introduce all Public Programs.
5. Work with the Associate Manager of Education Department to ensure all contracts and travel arrangements for program presenters are processed on a timely basis.
6. Lead Program team meetings to ensure operational details, volunteer coverage, gift shop coverage, and materials are set for upcoming programs.
7. Engage in professional interactions with peers and allied institutions, serve on appropriate committees, attend necessary meetings and conferences, make pertinent presentations, and assist in planning and implementation of special events and programs.
8. Represent IHMEC through presentations to community groups, op-ed pieces, and possible media appearances (tv, radio, and print).
10. Other special projects as assigned, which typically focus on content development including films, books, and more.

CANDIDATE PROFILE

We seek a dynamic candidate with a passion for human rights and history. Knowledge of the Holocaust, genocide, and/or human rights is preferred. Candidate should have an ability and knowledge of the community and cultural landscape to envision and develop partnerships. Candidate must have an interest and ability to consume and process emerging scholarship and world events in order to develop new and
innovative programs and museum communications. Prior experience building engaging programs that are presented in attractive ways to diverse audiences is required. Candidate must be able to present as poised, confident, and professional at all times. S/He must possess strong public speaking and writing skills. S/He must have a positive, enthusiastic, creative “can do” attitude with a proven track record of seeing projects through from start to finish. S/He must be organized, detail-oriented, and flexible. S/he should have experience working on collaborative teams with solution-oriented disposition. Assisting in the Museum’s long and short-term strategic vision, educational mission, and financial and marketing strategies for audience growth and outreach is expected. Qualified candidates will have a minimum of five years experience, conducted in museums, historic sites or other appropriate settings. A minimum of a B.S. or B.A. in education, public history, museum studies or related field of study is required. Must be available to work nights and weekends.

To Apply:
Interested applicants should email or fax a cover letter and resume to jobs@ilhmec.org or fax 847-967-4808. Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.