



## ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

### **Illinois Holocaust Museum and Education Center**

**Position Title:** Education Assistant, Full Time

**Reports to:** Director of Education

**Status:** Exempt

**Work Schedule:** Full time (40 hours/week), Monday through Friday, some evenings, and weekends

### **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 (IHMEC) 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 Museum 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 and field trips, 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.

### **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.

Reporting to the Director of Education, the Education Assistant brings strategic thinking and creativity to strengthen the visitor experience and museum operations, including (1.) provide administrative support to six-member Education Department and extensive education programs; (2.) oversee logistics and scheduling of virtual and travelling Teaching Trunk program; (3.) coordinate daily volunteer operations of the Museum's *Survivor Stories Experience* and *A Journey Back* virtual reality gallery; (4.) coordinate logistics for internal programs and trainings; (5.) assist in procurement of community partners for public programming; (6.) aggregate all survey and evaluation data for trainings and programs. In addition, in the *Survivor Stories Experience* and *A Journey Back* the position will be responsible for ensuring a positive visitor experience, including securing and supporting volunteers who work in the spaces and recommending ways to continually strengthen the experience. The successful candidate must be able to work efficiently and effectively in a fast-paced and multi-faceted environment.

### **Major Responsibilities**

- Oversee all logistics of scheduling and coordinating virtual and travelling Teaching Trunk program to and from schools throughout Illinois, the Midwest, and other states
- Schedule volunteer facilitators for *Survivor Stories Experience* and *A Journey Back* virtual reality gallery
- Assist with the training and support of volunteer facilitators in the *Survivor Stories Experience* and *A Journey Back*, as well as monitor and respond to any customer issues related to visitor experience
- Communicate with the IT and Collections departments at the Museum should any technological issues arise within *Survivor Stories Experience* and *A Journey Back*
- Coordinate internal logistics for programs and trainings, including preparing materials, room set-up, catering, etc.
- Aggregate all program and training surveys, evaluations, and attendance data
- Assist with planning and facilitation of Teen Leadership Board
- Order office supplies for education team and related programs
- Provide administrative support for Director of Education, Assistant Director of Education and Vice President of Education and Exhibitions
- Coordinate with Operations Department on internal and external education events
- Regular on-site attendance is required
- Must be available to work flexible hours including early mornings, nights, and weekends as needed
- Other duties assigned as required

### **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 not required. Candidate must be able to present as poised, confident, and professional at all times. S/He/They must possess strong public speaking and writing skills. S/He/They must have a positive, enthusiastic, creative "can do" attitude with a proven track record of seeing projects through from start to finish. S/He/They must be organized, detail-oriented, and flexible. S/he/They should have experience working on collaborative teams with

solution-oriented disposition. Candidate should have strong computer skills and knowledge of industry accepted software including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and a familiarity with virtual meeting/webinar platforms (Zoom, Hangout, Teams)

Physical Requirements: May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; and to reach both above and below shoulder height.

**To Apply:**

Interested applicants should email a cover letter and resume to [Kelley.Szany@ilhmec.org](mailto:Kelley.Szany@ilhmec.org) or fax 847-967-4808. Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.

**EEOC Statement**

Illinois Holocaust Museum and Education Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state, or local protected class. Illinois Holocaust Museum is also committed to comply with all fair employment practices regarding citizenship and immigration status.