

SUMMER SEASONAL – Village of Addison, Addison Historical Museum - Community Relations Department

Wage Range: **\$17.68 – \$24.48 per hour**. The Village anticipates hiring at or close to the starting pay of the position's pay-range.

SUMMARY OF THE POSITION

The Human Resources Department is accepting applications for a May, 2026 opening in the at-will, FLSA non-exempt, seasonal position of Part-time Seasonal employee in the Community Relations Department/Addison Historical Museum. The position works approximately 37.5 hours a week, on a seasonal basis, Monday through Friday, and will occasionally be required to work on a Saturday and/or Sunday. The hours the employee works may not always be consistent and predictable. The Seasonal employee provides staff support for museum guided tours, events and programs under direct supervision of the Museum Coordinator. However, the employee in this position may assist the Museum Coordinator with non-programming tasks as assigned. Incumbents in this classification perform routine and non-routine duties with a variety of related tasks. The distinguishing characteristics of this classification include responsibility for performing general programming duties requiring independent judgment, initiative, and knowledge of the operating policies, and procedures of the assigned section. Work is of routine difficulty and is reviewed for progress and conformance to established procedures by Museum Coordinator and/or her designee.

Examples of some of the duties of this position include, but are not limited to:

- Assists by providing guided tours of the museum complex to the general public and groups during museum operational hours (including weekdays, occasional Saturdays and weekday evenings) and when the Museum Coordinator is unavailable.
- Assists by staffing the Museum during Village Special Events such as the Rock 'N Wheels and Museum Craft/Vintage Fair on Thursday nights, Addison Uncorked, National Night Out and Addison-Medinah Shriners Parade.
- Assists the Museum Coordinator with research and implementation of museum exhibits.
- Assists the Museum Coordinator with non-programming tasks as assigned, such as, but not limited to: Addison-Medinah Shriner's parade coordination and historical research, archival inquiries, and documentation and care of the Museum's historical collections.

All applicants must meet the following minimum requirements to be an eligible candidate for this position:

- Possession of Bachelor's Degree in History, Museum Studies, Public History or related field is required. Master's Degree is preferred.
- Public speaking experience and the ability to speak/understand a foreign language, preferably Spanish, is desired.
- Working knowledge of M.S. Office software, G-mail, and social media platforms.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Ability to work any expected/unexpected overtime that may be mandatory.
- Possess a valid Illinois License Class 'D' or of the classification appropriate to the equipment to be operated free from incidence that may result in license revocation or suspension.

HOW TO APPLY FOR THE POSITION

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at www.addisonadvantage.org. Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to voajobs@addison-il.org, or submitted personally to the Administration Department, Room 2100 of the Village Hall by no later than **5pm, March 9, 2026**. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

Please refer to the Village of Addison's website AddisonAdvantage.org for more information regarding the position.