



EDUCATION AND COLLECTIONS MANAGER JOB DESCRIPTION

The Education and Collections Manager is responsible for developing and implementing engaging programs, and tours for adults and children, assisting with exhibits at both museum sites, and maintaining the Lombard Historical Society's collections and archives. This role also oversees volunteer coordination and management, as well as the scheduling and booking of tours and educational programs.

This position collaborates closely with the Education Coordinator, who is responsible for school programs, scout visits, and birthday party offerings, to ensure cohesive and effective educational programming across the organization.

To be successful, this position is intended to be a hands-on and participative team member with a background in education, exhibits, collections, and volunteer engagement in a mission-focused environment. The position reports to the Executive Director and is a full-time, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement educational programming and tours for children and adults consistent with the mission of the Lombard Historical Society.
- Programming may include historical interpretation in period costume as part of creating immersive visitor experiences.
- Coordinate and manage the booking and scheduling of school tours, group tours, and educational programs with the Education Coordinator.
- Serve as the primary point of contact for tour and program inquiries, ensuring clear communication and excellent customer service.
- Recruit, train, schedule, and manage volunteers to support educational programming, tours, and events.
- Maintain ongoing communication with volunteers and support a positive and engaging volunteer experience.
- Collaborate with the Executive Director and other staff on exhibition planning and preparation for exhibitions.



LOMBARD

HISTORICAL SOCIETY

- Assist with exhibit installation and interpretation at all museum sites (Carriage House, Victorian Cottage, and Sheldon Peck Homestead).
- Oversee the care, preservation, and documentation of the LHS collection.
- Ensure the overall safety, preservation, maintenance, and documentation of objects on view, in storage, and on loan.
- Implement accepted museum professional standards and practices, including maintaining and creating catalog records (digital and paper) and managing archives.
- Prepare documentation including provenance history for new accessions and research documentation for deaccessioning.
- Coordinate and manage documentation for deeds of gift, bequests, and donations.
- Ensure that collections and archival environments meet both current needs and long-term preservation standards.
- Respond to research requests via email, phone, and in-person inquiries.
- Collaborate on newsletters and other communications.
- Assist with social media content related to programs, collections, and events.
- Create and distribute marketing materials for educational programs and tours.
- Track and report volunteer hours, including monthly volunteer reports.
- Work within an assigned budget.

QUALIFICATIONS

- Bachelor's degree in Museum Studies, History, Public History, Education, or a related field required; Master's degree preferred.
- Minimum of 2–3 years of experience in a museum, cultural institution, or similar nonprofit environment.
- Experience in developing and delivering educational programs for diverse audiences, including children and adults.
- Demonstrated experience with collections management, including cataloging, accessioning, and care of artifacts.
- Familiarity with museum standards and best practices.
- Experience coordinating or managing volunteers, including scheduling and communication.



- Strong organizational skills with the ability to manage multiple projects, including program scheduling and tour bookings.
- Excellent written and verbal communication skills, with experience in public-facing roles.
- Experience with outreach and program promotion.
- Proficiency with CatalogIt collections management software, Adobe platforms (including InDesign), and Microsoft Office.
- Ability to work both independently and collaboratively as part of a small team.

WORK SCHEDULE

- This is a full-time, exempt position with a regular work schedule of Tuesday through Saturday.
- Evening hours are required to support programs, events, and meetings.
- Occasional extended hours may be required based on programming and organizational needs.

SALARY & BENEFITS

- Total proposed compensation: \$43,500 annually
- Two (2) weeks of paid vacation per year
- Three (3) personal days annually
- Paid leave provided in accordance with the Illinois Paid Leave for All Workers Act (effective January 1, 2024). Full-time employees accrue a minimum of 40 hours of paid leave per year (approximately five (5) days), at a rate of 1 hour for every 40 hours worked. Leave may be used for any reason, including illness, and may be used after 90 days of employment.

The Lombard Historical Society supports ongoing professional development. This position includes opportunities to attend professional conferences such as the Illinois Association of Museums (IAM) Conference and the Midwest Museum Conference as part of the overall compensation and professional development package.