

Job Openings: **Assistant Director**

Following the completion of a Museum Assessment Program review the 1820 Benjamin Stephenson House has established a position of Assistant Director and is now seeking well qualified candidates to fill that position and perhaps other similar positions in the future depending on funding. Filling of the part-time Assistant Director will be for at least one year, and may be extended based on available funding. At a minimum the position is anticipated to be at least for 28 hours per week.

The position will report to the Director who will determine the actual hours, duties, and assignments. There may be duties assigned that require time on the job outside of those hours that the house is open. Competitive compensation and limited benefits will be negotiated based on the relevant education and experience of the individual selected. The Friends of 1820 Benjamin Stephenson House is a Non-Profit Organization and is an Equal Opportunity employer.

Specific Responsibilities:

- **Works with the Director to coordinate, develop and maintain volunteer programs and schedules**
- **Shares responsibility with the Director in supervising interpretive staff and volunteers on a daily basis**
- **At the request of the Director, researches information required for programming purposes**
- **Assists the Director and the Stephenson House board with inventory and cataloging of acquisitions**
- **Assists the Education Chairperson and Committee with developing hands-on activities for classroom field trips to Stephenson House**
- **Works with a board-designated Grants Chairperson and assists in writing small grants to help supplement event budgets and programming**
- **Assists the Director in developing plans for adult workshops**

Position Requirements:

Required:

- Knowledge of early American History.
- Knowledge of Museum History and Operations.
- Ability to work with people.
- Ability to develop, plan, and carry out projects.

Desired:

- Knowledge of period history associated with the 1820 Benjamin Stephenson House.
- Ability to develop, plan, and carry out educational programs.
- Presentation skills.
- Preservation skills.

Application: Interested Persons are requested to provide a not more than two page resume and two page discussion of qualifications based on the requirements above. Applications will be retained for consideration for future openings.

Deadline for Application: July 20, 2017 to be received at the Stephenson House.

Mail Resumes to:

1820 Col. Benjamin Stephenson House
P.O. Box 754
Edwardsville, IL, 62025

Email: stephensonhouse@sbcglobal.net