

Illinois Humanities Council
Program Associate—Part-Time

Road Scholars Speakers Bureau and Museum on Main Street

The Position:

The Program Associate is a part-time position [20 hours/week]. The Program Associate coordinates the IHC's *Road Scholars Speakers Bureau* [RS] and *Museum on Main Street* [MOMS] travelling exhibit program and may assist in other outreach activities. See www.prairie.org for more information about these programs and the Illinois Humanities Council.

Work Environment:

The Program Associate reports to the Director of Programs and Partnerships but works closely with the other program staff and the administrative assistant. The Program Associate should be a self-starter, who can work independently as well as part of a team; relate comfortably to a broad spectrum of people; and build successful relationships with applicants, scholars and small community groups.

Specific Responsibilities:

Manage the Road Scholars program, including but not limited to:

- processing applications, vouchering payments, and problem-solving
- maintaining good relationships with speakers and host sites
- identifying and recruiting new speakers every two years
- assisting in fundraising for and promotion of the program.
- evaluating and maintaining quality of programs;
- assessing how well RS is meeting IHC goals (visiting presentations, working with host agencies, etc.) through oversight and analysis of RS statistics Track locations of programs on monthly basis, in order to correct for areas that are under/overserved
- managing RS resources within the budget,
- Track expenditures on a monthly basis to ensure there is enough funding for end of year programs
- Develop and promote multi-stop tours in underserved areas of Illinois
- develops speakers/programs for special issues and events

Manage the Museum on Main Street (MoMS) program, including but not limited to:

- Conducting outreach for MoMS host sites
- Reviewing applications and selecting host sites
- Providing effective support, training and technical assistance to host sites so that the MoMS exhibit and programs are successful
- Develop, plan and implement training workshops for MoMS sites
- Maintaining good relationships with the Smithsonian and MoMS host sites
- Identifying and working with scholars for each MoMS program
- Overseeing the evaluation and analysis of MoMS data in order to assess how well the program is meeting its mission and helping IHC reach its goals)

Responsibilities for all IHC Staff

- To be aware of the work of others' areas of responsibility in the achievement of IHC's goals.
- To take an active part in communicating and co-operating with staff with other areas of responsibility.
- To maintain data entry appropriate to your position.
- Contribute content, as needed or required, to IHC program, fundraising, promotional, website, and legislative materials.
- Staff IHC board and committee meetings and IHC events, as directed.

Requirements

B.A/B.S. degree in the humanities, liberal arts, communications or related field. Excellent written and verbal communication skills. Ability to work collegially with fellow staff and to establish service-oriented, helpful relationships with community groups and other partners. Computer literacy: internet, word processing, and database experience. Interest in and enthusiasm for the humanities, particularly public humanities programming. Evening and occasional weekend work, as well as travel, will be required.

Ideal candidates will have: 1]experience with logistics in planning, coordination, and management of events, 2]demonstrable organizational skills; 3] experience with museums exhibits and programming; 4] ability to interact with highly accomplished people; and 5]familiarity with the state..

This position is part-time [20 hours a week] with mandatory benefits. Send cover letter, resume and salary requirements, and names of three professional references by November 8, 2010 to:

Program Associate/Road Scholars& MoMS/ Search

Illinois Humanities Council

17 N. State, Suite # 1400

Chicago, IL 60602.3296

www.prairie.org

No Fax or Email Transmissions Will Be Accepted. Position will remain open until it is filled.

The Illinois Humanities Council is an Equal Opportunity Employer.

This announcement describes the position currently available. It is not an employment contract.

The IHC reserves the right to modify job duties or descriptions at any time.