Historic Vehicle Program Coordinator

Department: First Division Museum
Reports to: Director, Programs & Education
Location: Wheaton, IL

About the First Division Museum
Robert R. McCormick served in the First Infantry Division during World War I fought during the Battle of Cantigny in 1918. This battle affected him so strongly that after the war he renamed his Wheaton farm in its honor. Organized on June 8, 1917 for duty on the Western Front in World War I, the 1st Infantry Division was first permanent division in the regular Army and has seen action in all American wars since 1917, except the Korean War. Today museum visitors can witness the sights, sounds, and soldiers’ stories from the First World War through modern times. Visitors can encounter, question, and form their own views of our military past and present. The museum and grounds were fully renovated in 2017, and admission is always free.

Opportunity: Historic Vehicle Program Coordinator
The Historic Vehicle Program Coordinator helps to maintain and present the museum’s historic vehicle fleet and interpret the history of the 1st Infantry Division in the broader context of American military history. This position plans, coordinates, and implements historic vehicle programs such as the Wheaton Fourth of July Parade, Touch-a-Truck events, and historical reenactments. The Coordinator also assists with other First Division Museum special events and programs, volunteer coordination and training. This is a full-time, temporary position (one-year contract with the possibility of extension) that reports to the Director of Programs and Education.

Responsibilities
- Plans, coordinates, and executes programming for the historic vehicle fleet
- Assists with the preservation and interpretation of statically displayed vehicles to exclude vehicles within the museum
- Coordinates the maintenance work of the operating fleet based on the program needs and helps to establish an effective work schedule
- Assists with maintaining, cleaning, and organizing motor pool tools, equipment and machinery
- Maintains museum accountability regarding historical interpretation of the fleet
- Develops the museum’s collection of historic vehicles by making recommendations to Director of Programs and Education and Executive Director of the First Division Museum

https://www.aaihs.org/resources/af-am-job-openings/
• Coordinates and trains motor pool volunteers for historic vehicle programs and motor pool operations
• Emphasizes best practices regarding safety in the workplace including the safety of volunteers during motor pool operations; follows established safety rules for the use of personal protection equipment, the proper operation of tools/machinery, and the handling of a variety of materials
• Collaborate with staff and volunteers to participate in any other museum exhibits, programs, or special events

Qualifications
• Bachelor’s degree in history, education, or related field and demonstrated interest in learning and sharing knowledge of military history
• Knowledge of historic military vehicles and firearms, including familiarity with operation and basic maintenance, basic carpentry and automotive skills, and ability to operate a manual transmission
• Comfort with subject matter that can be challenging and at times disturbing as it deals with war and its consequences, and sensitive cultural subject matter
• Strong interpersonal communication skills and customer service orientation, including willingness to interact with groups of children and other visitors for long periods of time
• Efficient and effective multi-tasking and time management skills
• Detail-oriented, inquisitive, and thoughtful
• Team player, with the ability to work independently when needed
• Demonstrated passion for the Foundation’s values with commitment to deliver results measured against the Foundation’s mission
• Basic computer skills including use of Microsoft Office Suite
• Must be available to work weekends and holidays, and some evenings
• The following physical abilities are required for the position: communicate verbally with visitors and staff; hear visitors’ voices; be physically able to stand for 4-5-hours at a time; be physically able to lift and carry 50 lbs. using proper safety precautions; ability to work in variable weather conditions; comprehend and speak English extensively and clearly with the public; display ability to respond in emergencies; and tolerate reasonable noise in the environment
• Must attend Cantigny Park’s Child Safety Training
• Must attend First Division Museum training once a year
• Possess valid driver’s license
• Possess or willing to obtain a Firearms Owner Identification Card for the State of Illinois
• All offers are contingent upon successful completion of a criminal background check and drug screening

To apply: submit a resume and cover letter online here.

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