Program & Education Assistant, Robert R. McCormick House (Part-time)

**Department:** Robert R. McCormick House at Cantigny Park  
**Reports to:** Jeff Anderson, Interpretation Manager & Volunteer Coordinator  
**Location:** Wheaton, IL

**About Robert R. McCormick House**
The McCormick House is an historic house museum that was once the home of Chicago Tribune editor and publisher Robert R. McCormick. Robert R. McCormick’s grandfather, Joseph Medill, built the house in 1896 for McCormick’s mother Katherine. McCormick acquired the house around 1910 and extensively remodeled it in 1936. Upon his death, McCormick’s will established the Robert R. McCormick Charitable Trust, known today as the McCormick Foundation, which created a public park, museum, and philanthropy to foster communities of educated, informed and engaged citizens. The museum opened to the public in 1958.

**Opportunity**
The Program and Education Assistant assists in creating, implementing, and evaluating a wide variety of public programs related to the life, legacy, and impact of Chicago Tribune Editor and Publisher, Robert R. McCormick. This role also supports core operational functions at the museum, such as coordinating events and tours, processing and updating collection objects, and general gallery upkeep. The ideal candidate is comfortable with public speaking and would enjoy interacting with a wide array of museum visitors, keeping them engaged with content, and providing compelling learning experiences. We are interested in bilingual candidates (English/Spanish) as we strive to continue to offer a welcoming environment for all visitors. This is a part-time, temporary position (approx. 12-24 hours/week) planned to start in February and conclude in early August.

[https://www.aaihs.org/resources/af-am-job-openings/](https://www.aaihs.org/resources/af-am-job-openings/)
Responsibilities
• Facilitate public programs including, but not limited to: ‘drop-in’ tours, school field trips, in-classroom instruction, scout and general population programs, and other special events
• Assist Museum Educator with evaluation and revision of education programs and materials
• Aid Museum Educator with processing and inventory of education collection objects; maintain, replace, and update materials as needed
• Ensure the museum maintains an orderly physical appearance, this includes tasks like keeping brochure and handout supplies current and general gallery upkeep
• Provide help to staff with the set-up and breakdown for McCormick House events
• Mentor fellow McCormick House colleagues and volunteer docents
• Proactively engage visitors and initiate conversations to provide an exceptional visitor experience
• Provides for personal safety in the workplace by attending and completing all required safety training, knowing and following existing safety rules including the applicable use of personal protection equipment, and reporting any unsafe conditions to Director of Museum Operations

Qualifications
• Minimum two years of experience specifically in education, history, museum studies and/or collections, theater or other related experience
• Bachelor’s degree preferred
• Bilingual (English/Spanish) preferred
• Demonstrated interest in learning and sharing history with visitors
• Strong interpersonal skills and customer service orientation, including willingness to interact with groups of children and other diverse groups of visitors for long periods of time
• 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
• Strong computer skills and comfort using the internet and Microsoft Office Suite
• Must be available to work weekends, holidays, and some hours outside normal business hours.

We are specifically seeking someone with Friday availability.
• Must be able physically able to lift and maneuver 30 lbs.
• 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.

Cantigny Park and the Robert R. McCormick Foundation provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.