Lincoln College seeks applicants for the position of part-time, visiting Museum Assistant for the newly designed and nationally recognized Lincoln Heritage Museum located in Lincoln, Il. This is a part-time (20 hours per week) 4-month staff position for the Spring 2015 semester. The position requires effective written and oral communication skills; strong interpersonal and organizational skills; a demonstrated ability to adapt to changing circumstances and to work independently with little direction; a demonstrated ability to multi-task and meet deadlines; experience in the use of standard technology in an office setting; the ability to serve diverse populations and to build strong working relationships with the general public, the Lincoln College faculty and staff, the Springfield service area community and students. A strong working knowledge regarding the life and times of Abraham Lincoln, or a general knowledge or experience of museum operations is preferred. Specific position duties may include assistance in arranging and conducting tours of the Lincoln Heritage Museum to visitors of all ages; helping to plan and implement special events, projects, and exhibits; providing presentations on the museum; assisting with gift shop ordering and sales; and scheduling and training of the museum staff volunteer base. An associate’s degree or the equivalent and at least two years of relevant work experience are required. Preference will be shown to candidates who possess an advanced degree in museum studies, in history, or in a closely related field. Candidates should submit a letter of interest and qualifications for the position along with a resume and contact information, including telephone numbers and e-mail addresses, for three professional references. Do not send any other extraneous materials beyond what is requested. Items should be sent via email to:

Ron Keller, Lincoln Heritage Museum Director
Lincoln College
rkeller@lincolncollege.edu

Position will be open until filled.

Lincoln College is an Equal Opportunity Employer

Updated November 2014