



**Position Available:** Interpretation Program Coordinator

**Classification:** Full-time, Non-exempt

**Department:** Interpretation

**Position Summary:** Research, develop, and deliver a wide variety of exhibit and event-based interpretive content and experiences to engage visitors with the mission of The Morton Arboretum. Coordinate with Arboretum staff or other subject-matter specialists, interpretation and exhibit contractors, and volunteers who will assist with these programs.

**Qualifications:**

Bachelor's degree required, preferably in Interpretation, Museum or Environmental Education, Plant Sciences or related field. 2+ years program coordination experience required, preferably in a museum, public garden or educational environment. Supervisory experience with staff and volunteers desirable. Excellent communication and organization skills, professional demeanor, and articulate verbal presentation with a strong command of the English language required. Must become certified and maintain certification in First Aid and CPR (classes provided). Must possess a valid driver's license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Proficiency with Microsoft Office Suite, digital delivery channels, Adobe Creative Suites, Gmail, and other Google applications beneficial.

**Success Factors:**

Visitor-oriented, safety-conscious, ability to work independently, comfortable with speaking in front of a group, and willing to work as part of a team. Highly organized with the ability to manage multiple complex tasks with attention to detail and timeliness. Adaptability to various programming and scheduling needs. Ability to relate effectively with people of various backgrounds and ages.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- **Physical Demands:** Requires some physical activity: limited lifting and carrying (up to 50 lbs.), ability to deliver outdoor programs and to travel around the Arboretum on paved, wood-chipped, and dirt paths over varied and uneven terrain, in various weather conditions on foot or in a vehicle.
- **Work Environment:** Work is performed in combined indoor and outdoor settings to include outdoor exhibits and event programs.
- **Equipment:** General office equipment, digital camera, scanner, dry mount press, paper cutter, utility cart, Arboretum pick-up truck or van, two-way radio, First Aid supplies.
- **Schedule:** Position regularly requires working one weekend day and some holidays.

If interested, please forward cover letter, salary requirements, and resume or application, to The Morton Arboretum, Human Resources, 4100 Illinois Route 53, Lisle, IL, 60532-1293, or email to: [jobs@mortonarb.org](mailto:jobs@mortonarb.org).

**The Morton Arboretum is an equal opportunity employer committed to achieving a diverse workforce.**