



POSITION GUIDE

POSITION:	Vice President of Education & Exhibitions
ORGANIZATION:	Illinois Holocaust Museum & Education Center
LOCATION:	Skokie, IL
REPORTS TO:	Chief Executive Officer www.ilholocaustmuseum.org
START DATE:	As soon as possible

MISSION STATEMENT

The Illinois Holocaust Museum & Education Center is dedicated to preserving the legacy of the Holocaust by honoring the memories of those who were lost and by teaching universal lessons that combat hatred, prejudice and indifference. The Museum fulfills its mission through the exhibition, preservation and interpretation of its collections and through education programs and initiatives that foster the promotion of human rights and the elimination of genocide.

BACKGROUND

The Illinois Holocaust Museum & Education Center (IHMEC) is a project of the Holocaust Memorial Foundation of Illinois. The world-class museum opened to the public in April of 2009 in a 65,000 square foot facility designed by noted architect Stanley Tigerman.

From simple beginnings as a single classroom, the organization has grown to become a nationally recognized resource for Holocaust studies and education. Since 1981, the organization has educated school and community groups through its speakers' bureau and museum.

IHMEC is the largest and most sophisticated center in the Midwest dedicated to teaching the universal lessons of the Holocaust. This state of the art facility is devoted to preserving the history of the Holocaust and alerting future generations to the dangers of unchecked bigotry. It houses the permanent exhibit as well as temporary exhibit space as well as a 200-seat auditorium; the Brill Resource Center, including Miller Interactive Library and Lachman Library Collection; classrooms with movable walls to accommodate large and small groups; lunchroom space for individuals and groups and the Museum Hall for meetings and programs.

Through its core exhibition, temporary exhibits and wide array of public programs, the Museum has become a cherished destination for learning and reflection, as well as a foundation for advancing inter-group understanding in our community. The organization's primary objective is education through the exhibits as well as classes, presentations, and by providing educators the resources to teach their students about the Holocaust.

The Zev and Shifra Karkomi Permanent Exhibition provides visitors with a sense of pre-war European life, ghettos and concentration camps, liberation and resettlement around the world through more than 500 artifacts, documents, photographs, and a German rail car of the type used in Nazi deportations. It has a special focus on post-war life in Skokie, Illinois, which had the largest per capita population of Holocaust survivors outside of Israel, and sparked IHMEC's eventual creation.

The program agenda is full and includes, but is not limited to, the following: The Law Enforcement and Democracy Initiative, which trains all new recruits to the Chicago Police Department; Speakers' Bureau of survivors, children of survivors and liberators of the Holocaust, Generation to Generation, a program matching Holocaust survivors with volunteer partners; trunk exhibits, classroom field trips, which can include a presentation by a survivor, teacher training, film, arts and lecture programs. Since the building opened approximately five years ago, more than 700 programs have been delivered.

Temporary exhibits have focused on attracting diverse audiences. A recent exhibit that was tremendously successful, Race: Are we so Different? was presented in partnership with the YWCA of Evanston. Upcoming exhibits include Light & Noir: Exiles & Emigres in Hollywood 1933-1955 and Nazi Olympics: Berlin 1936.

The IHMEC collection contains approximately 24,000 items. All artifacts have been donated and belonged to Holocaust victims and survivors. The Brill Family Resource Center houses a library that contains more than 13,000 selections of adult and juvenile fiction, non-fiction, and reference titles in over 12 languages, and hundreds of videos and multimedia resources. Much of the collection

focuses on the impact of the Holocaust on survivors who now live in the Midwest. The unparalleled collection of information includes an interactive library featuring the Midwest Visual History Collection of the USC Shoah Foundation Institute for Visual History and Education.

The organizational budget is approximately \$8M. It is governed by a deeply engaged Board of Trustees and a Board of Directors comprised of survivors, business and civic leaders. IHMEC employs 35 full and part-time staff.

THE OPPORTUNITY

In the Spring of 2014, Susan Abrams was named Chief Executive Officer of IHMEC. Her vision is to position IHMEC as an essential cultural and community resource. This will require a proactive approach to education and exhibit planning.

There is an opportunity to create a strategic plan that results in an integrated story arch for educational programs and exhibits. One of the anticipated outcomes of a focused direction for programs and exhibits will be to position IHMEC as a thought leader. This may be achieved both through educational programs and exhibits including creating traveling exhibitions in-house. Addressing current events that relate to building tolerance, conflict resolution, human rights, social justice and character education in a timely and collaborative fashion is another area of growth. Collaborating with organizations to bring in audiences is an important goal. One current example is the multi-layered partnership with the Lyric Opera, which brought and involved a performance to IHMEC as well as cross promotion and educational training. Other potential partnership opportunities include hosting TedX talks and building alliances with faith-based organizations.

As IHMEC has evolved it is evident that a strong program and exhibition calendar must be developed three to five years in advance. This will allow the marketing and development departments to structure efforts to meet funding goals and drive attendance. Currently about 100,000 people visit the Museum annually, of which 60% are school groups. Going forward the expectation is to substantially grow the number of visitors by doubling it.

Engaging diverse audiences while staying true to the core mission and creating meaningful experiences for the core audience of IHMEC is essential. There is also strong interest in creating a signature experience at the Museum using the quality of the survivor stories. Discussions are underway regarding the use of new technologies as one method of enhancing the visitor experience. On the immediate horizon is ensuring that all remaining survivors stories are documented on video.

The opportunity now exists for a visionary and strategic leader to guide the process of creating opportunities for IHMEC to be a true resource for Chicago, the Midwest region and beyond.

THE POSITION

Reporting to the Chief Executive Officer, the Vice President of Education & Exhibits will be a member of the senior management team. The Vice President is responsible for guiding and overseeing the overall exhibition and educational programs as well as public outreach activities. This will include coordination of the IHMEC's broad range of educational and exhibit-related activities. This person will be responsible for developing an integrated program strategy for IHMEC that links existing programs to achieve mission objectives in ways that are effective, efficient and use contemporary technology resources.

The Vice President of Education & Exhibitions is responsible for a team of eight and directly manages the Chief Curator of Collections & Exhibitions and Director of Education. The Vice President is expected to manage, motivate and provide leadership to help catalyze staff thought and creativity in identifying audience needs, and developing educational and information activities to meet them. The Vice President will also be expected to provide guidance and oversight in the staffing of the Board subcommittees for Education and Exhibits.

The Vice President will work on collaborative projects and activities that fit within IHMEC's mission and programmatic strategy. Assisting in the development of the IHMEC's strategic plan, educational mission, and financial and marketing strategies for audience growth and outreach will be expected. In addition, leadership of staff, budget administration, and the coordination of department functions within the organization are critical functions of this senior level management position.

Major responsibilities:

1. Provide strategic leadership and planning for IHMEC's education, exhibit and outreach programs as well as day-to-day oversight and coordination of the Education and Collections & Exhibitions departments.
2. Direct activities concerned with instructional, acquisition, exhibitory, conservation/preservation, research and public service objectives of the institution.

3. Lead the exploration of opportunities, resources, contacts, and partnerships in support of IHMEC and its education, exhibits and other outreach programs.
4. Orchestrate the use of available technology and communication vehicles to advance IHMEC's education and outreach goals, including website content and audience engagement.
5. Communicate developments, activities, and needs to other programs and departments, and coordinate these activities with them.
6. Prepare and supervise budgets for department functions.
7. Lead professional staff in their performance and development.
8. Write or review necessary reports, plans, and procedures, including annual reports, strategic plans and funding proposals.
9. Represent IHMEC through a variety of public forums, including legislative outreach, presentations to community groups, op-ed pieces, ceremonial events, and media appearances.
10. Engage in professional interactions with peers and allied institutions, serve on appropriate committees, attend necessary meetings and conferences, make pertinent presentations, and assist in planning and implementation of special events and programs.
11. Create partnerships that lead to increased funding of exhibits and programs.

CANDIDATE PROFILE

We seek a dynamic candidate whose background includes a successful track record of innovation and growth. The successful candidate will bring appreciation for and/or experience with the work of a museum coupled with a business-like and strategic approach. Someone who has the ability to develop a vision for Education and Exhibits programming is sought. Leadership skills in the development of a strategic plan for programming are required. The candidate must have prior experience developing innovative and creative programs that are presented in attractive and comprehensible ways to different public audiences.

The successful candidate will have demonstrated management experience and the ability to work with and lead a staff in the development and implementation of education, exhibitions and outreach programs. Furthermore, organization of multiple programs requiring efficient and careful project management will be

required. The ideal candidate will have grant writing experience and knowledge of other funding strategies.

The candidate will be an effective and inspiring communicator. Clearly communicating IHMEC's mission to diverse audiences requires a high level of public speaking skill. S/he will be expected to communicate effectively in writing, and in other forms of media as appropriate.

Qualified candidates will have a minimum of 10 or more years of verifiable management and administrative experience in museums, historic sites or other appropriate setting preferably in the area of education or exhibits. This person will have solid experience developing budgets, spreadsheets and cost control measures. The ideal candidate will have strong negotiation and mentoring skills and will be decisive and collaborative. S/he will need to be poised and confident, both when working interdepartmentally with peers and staff throughout the organization, as well as with external constituencies.

The successful candidate will embody the vision, mission and values of the Illinois Holocaust Museum and Education Center. Knowledge and study of the Holocaust is desired. A minimum of a B.S. or B.A. in education, public history, museum studies or related field of study is required. Graduate study is preferred.

Applications and nominations are being received by Noetic Search via electronic mail at resumes@noeticxsearch.com. If interested, please submit a current resume and cover letter to the above email address.

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