



### **Booth crew member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience  
Monitor film build-up and tear down process for the highest quality  
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations  
Identify picture and sound problems and correct accordingly  
Execute trailer and pre-feature programming  
Assist with other functions and perform other duties as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis  
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.  
Assist wait staff and the bussing of tables.  
Clear and reset tables both before and after presentation.  
Maintain a clean and well stocked bus station at all times.  
Assist with crowd control and seating of guests as needed.  
Perform exit greetings at auditorium doors at the end of each presentation.  
Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.  
Possess good verbal communication skills.  
Have a general knowledge of theatre policies, prices, menu, and bar selections.  
Ability to work with minimal supervision.  
Ability to stand on feet for an extended period of time.  
Ability to ascend and descend stairs.  
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.  
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.  
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.  
Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/busser>

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**Job Title: Accountant Advanced**

Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 10/06/15 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IWCC-50-15-0020

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting.  
Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting.  
Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures.  
Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures.  
Requires working knowledge of office methods, procedures, standard office accounting machines and equipment.  
Requires ability to prepare comprehensive accounting reports.  
Requires ability to determine violations and noncompliance with the law and to detect and explain significant irregularities.  
Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately.  
Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records.  
Desire Certified Public Accountant.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission  
100 W. Randolph St., 8th Floor, Chicago, IL

**How to Apply:**

Send applications to:  
Illinois Workers' Compensation Commission  
Human Resources Department  
100 W. Randolph St., 8th Floor, Chicago, IL 60601

Fax and Email applications will not be accepted.

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**Job Title: Administrative Assistant - Assistant Director**

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$36,867.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 134

**EXPERIENCE AND EDUCATION REQUIREMENTS:**

**Minimum:** A minimum of four (4) years office experience performing secretarial services and assistance to a manager with strong attention to detail. Applicant should possess an associate degree in secretarial science or a related area.

**Preferred:** A bachelor's degree in good standing from an accredited university or college. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

**PHYSICAL REQUIREMENTS:** Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

**Work Hours & Location/Agency Contact:**  
8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts  
Probation Services Division  
222 North LaSalle Street, 13th Floor, Chicago, Illinois 60601

Barbara Black (217) 524-6429

**How to Apply:**

Interested persons should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts  
Attention: Human Resource Unit, #0759  
3101 Old Jacksonville Road  
Springfield, IL 62704  
[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

This position will remain open until filled. However, those persons submitting materials by September 30, 2015 will be given first consideration.

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**Job Title: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 10/06/15 11:59 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 16-012

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Requires the ability to understand and communicate effectively with co-workers and supervisors. Ability to follow oral and written instructions including blueprints and design layouts in order to successfully accomplish position responsibilities. Requires to ability to lift and carry 80 pounds, .i.e., heavy boxes, supplies, etc. Ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires ability to tolerate exposure to a variety of chemical cleaning agents, fumes from fuel, etc. Requires possession of an appropriate valid driver's license. Must acquire a Common Access Card issued by Dept. of Defense for computer access.

Work Hours & Location/Agency Contact: POSITION LOCATION: Carbondale JAFRC  
3702 New Era Rd., Murphysboro, Illinois

WORK SHIFT: Daytime in Accordance with Base Operations Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **Cook**

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards.

Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1547019-478292

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services

**Work Hours & Location/Agency Contact:**

Work Days & hours: Monday – Friday 8:30am to 5:00pm

Work Location: DCFS, 1755 Lake Cook Road, Deerfield, IL 60015

Supervisor: Jennifer Cleveland

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax:312/328-2510

Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Child Welfare Advanced Specialist**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1524005-249265V

**Minimum Requirements:**

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

**Work Hours & Location/Agency Contact:**

WORK LOCATION Monday-Friday 8:30 AM to 5:00 PM

DCFS / Office of the Guardian

17 N. State Street, 7th Floor, Chicago, IL 60602

Supervisor: R. Krueger

**CONTACT PERSON:** James Sneed

IDCFS, Office of Employee Services

100 W. Randolph, Ste. 6-100, Chicago, IL 60601

Phone: 312-814-1222 Fax: 312-814-1224

Email: [James.Sneed@illinois.gov](mailto:James.Sneed@illinois.gov)

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Corrections Maintenance Craftsman**

Agency: Juvenile Justice

Closing Date/Time: Mon. 10/05/15 4:00 PM Central Time

Salary: \$4,161.00 - \$6,228.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDJJ-27-42-2015-0614A

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires experience necessary to qualify as a journeyman in one of the maintenance or automotive repair trades; requires completion of an approved course in guard training within six months of employment; requires extensive knowledge of institution rules, regulations and requirements for the control of youth; requires extensive knowledge of tools, materials, methods and standard practices of the trade; requires ability to plan and lay out work according to requirements of assignment and to lead youth by example and instruction; requires ability to enforce disciplinary, safety, security and custodial measures for the control of youth.

Work Hours & Location/Agency Contact: Work Hours: 8am - 4pm Monday - Friday  
Off Days: Saturday/Sunday

IYC Warrenville

30W200 Ferry Road, Warrenville, IL 60555  
(630) 983-6213 fax Contact: Kelly Meeks

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Forensic Scientist III - Opt C**

Agency: State Police

Closing Date/Time: Tue. 10/06/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 21-31-ISP15-052

**Minimum Requirements:**

Option C - Forensic Biology/DNA

Requires a Bachelor's degree in natural science or forensic science including a total of nine semester hours in the three DNA class requirements of genetics, biochemistry, and molecular biology with a total of 60 semester hours of coursework in natural science. Requires five years of professional forensic science work experience.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

**WORK LOCATION:**

Illinois State Police

Forensic Science Center at Chicago

1941 West Roosevelt Road, Chicago, IL

**AGENCY CONTACT:**

Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794

PHONE: 217-557-6015

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option C - Biology/Dna Laboratory**

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### **Part-time Bus Operators**

Location: Markham

Office: Revenue Services

Department: Bus Operations

#### **Job Description:**

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### **Qualifications:**

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=77](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77)

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### **Sr. Inventory Controller**

Location: Melrose Park

Office: Internal Services

Department: Materials Management

#### **Job Description:**

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, responsible for coordinating activities of the second and third shift Inventory Controllers, along with training and further development, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, monitoring scrap status, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings and maintaining a clean and organized stockroom. Developing and maintaining good written and verbal communications and a good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for coordinating traveling to various locations for parts pick up on an as needed basis. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least two (2) years of experience in materials, stockroom operations, inventory control or related field, progressive responsible transit experience, and possess typing/word processing skills equivalent to the level of a Senior Inventory Controller. Must have experience with the Oracle system, be proficient in personal computer, word processing and spreadsheets and have good verbal and written communications skills. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification and be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=382](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=382)

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## **Manager**

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages  
Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary  
Overseeing an individual theatre department, as assigned by theatre General Manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

Receptive to training and personal development  
Effective written and oral communication skills along with strong analytical skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors  
Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager>. You could end up working in show business.

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## **Development and Membership Services Associate**

Location: Chicago, IL

Job Title: Development and Membership Services Associate

Department: External Affairs Service

Status: Full Time

The Development and Membership Services Associate provides gifts and membership processing, donor relations, and other relevant administrative support to fundraising and membership initiatives within the Museum of Science and Industry's External Affairs division.

### **Qualifications:**

Associate's degree, or one to two years of related experience and/or training, or equivalent combination of education and experience.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percentage, and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. To perform this job successfully, an individual should have knowledge of Raiser's Edge development software, as well as internet, spreadsheet and word processing software.

### **Other Skills and Abilities:**

Strong organizational skills.

Solid written and verbal communication skills.

Familiarity with Blackbaud's Raiser's Edge or donor database a plus.

Ability to manage confidential information with discretion.

Ability to organize and prioritize. Detail oriented.

Ability to foster effective working relationships within a team environment.

Strong interpersonal skills and outstanding customer service skills.

Assist with occasional volunteer opportunities within the division.

The Museum of Science and Industry is an AA/EOE/ADA employer.

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**Facilitator 1, Group Center - Temporary Part Time (11/2/2015 until 12/31/2015)**

Location: Chicago, IL

**Responsibilities:**

Duties include, but are not limited to the following:

Must be able to provide exceptional Guest Service while efficiently, safely and courteously moving guests throughout the Museum

Ability to work closely with others including co-workers, Manager, Coordinators and Guest Admission Representatives to provide a safe, nurturing and educational environment for all guests

As part of the Group Center team, demonstrate positive interpersonal skills that promote open communication with guest, large groups and co-workers and be willing to effectively provide acceptable solutions to day-to-day challenges

Responsible for facilitating efficient and courteous cycling of groups through the lunch room, including transporting lunches and cleaning lunch tables

Familiar with exhibit content and exhibit activities grounded in science, technology, engineering, and medicine

Ensure guest service and safety goals in order to contribute to organizational objectives

Responsible for preparing all the necessary paperwork and tickets for each group arriving in the group center each day

Tracks and records guests frequently asked questions

Must show a demonstrated commitment to the Museum

**Qualifications:**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

Education/experience in Hospitality, Education, or Performing Arts preferred

Exceptional Guest Service skills

Effective problem solvers

Able to speak to and move large groups in a safe, courteous, and efficient manner

Ability to think quickly and multi-task

Must be able to work independently and as part of a team

Positive attitude

Ability to adapt to change

Sense of humor

Thursday and Friday availability required to meet the needs of the department

Must be able to push, pull or lift 50 pounds.

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### **Facilitator 1**

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications: One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

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**Guest Admissions Representative - Temporary Part Time (11/9/2015 thru 01/03/2016)**

Location: Chicago, IL

This individual will provide compelling and personalized information while recommending event/show times to help build fun and amazing Museum experiences. Also, will perform core operational functions of ticketing system, Wayfinding, and opening and closing of Museum's ticketing operations. Cross-trained to be able to work at all Ticketing positions, as well as to work in the Entry Hall area, Lost and Found, Coat Check, and at all ticketing kiosks.

Duties include, but are not limited to the following: Provides enthusiastic and efficient customer service by answering questions regarding Museum exhibits, special attractions, providing directions and assistance, to enhance the guest experience. Anticipates guest issues and is empowered to proactively solve guest issues and needs. Has the curiosity and excitement to learn special attractions, exhibit content and price structure to efficiently increase sales numbers. Has the ability to build personal relations with Museum members/guests to encourage repeat visits. Participates in team meetings to create and discuss new sales tactics. Partner with Guest Operations/Guest Experience to ensure real-time traffic flow is being communicated to ensure positive museum experiences. Processes all transactions on the Museum's ticketing system according to Museum policies and procedures. Accurately balances monies through ticketing system. Assists guests that appear or are lost, or guests with any issues or problems.

Qualifications: 1 year college experience or 1-2 years related or relevant experience. Previous cash handling experience required. Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet. Successful customer service experience. Bi-lingual is a plus. Ability to multitask (i.e. explain Museum content while actively completely ticketing transactions). Ability to work in fast-paced environment while being friendly and outgoing. Ability to work in multi-working areas (i.e., Membership, Lost and Found, Coat Check and Ticketing) Requires weekends, holidays, and some evenings. Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way. Has the ability to learn, comprehend and utilize the Museum's Ticketing system to ensure efficient and accurate transactions. A positive attitude required, strong love for working with people in a fun, inviting atmosphere. Must be flexible in working in multiple environments, such as the Membership, and onsite Ticketing.

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### **Guest Experiences Administrative Coordinator**

Location: Chicago, IL

Job Title: Guest Experiences Administrative Coordinator

Department: Volunteer

Status: Full Time

The Guest Experiences Administrative Coordinator provides the Volunteer Office administration and overall Guest Experiences team with coordination of events, purchasing and projects. As needed, the Guest Experiences Administrative Coordinator also provides support to temporary exhibits, and helps to deploy resources for the Volunteer Office.

#### Qualifications

Required qualifications are as follows:

Bachelor's degree (B.A.) from four-year college or university, or four-to six-years of related experience and/or training, or an equivalent combination of education and experience.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

Ability to apply concepts of basic algebra and geometry.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to escalate problems appropriately.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to coordinate several projects and meet deadlines accordingly.

Ability to work some evenings and occasional weekends

Additional qualifications:

- Bilingual ability is a plus.

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**Major Gifts Officer**

Location: Chicago, IL

Job Title: Major Gifts Officer

Department: External Affairs/Individual and Major Giving

Status: Full-Time

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum.

This individual actively participates in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders.

Responsibilities include interacting with and soliciting donors and friends for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer also works directly with all other fundraisers, senior staff and volunteer leadership.

**Qualifications:**

Bachelor's degree from four-year college or university and/or four to six years of related experience and/or training, or equivalent combination of education and experience.

A minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered.

Familiar with Blackbaud Raiser's Edge 7.0 a plus.

Understands mission and goals of the Museum of Science and Industry. Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities. Detail-oriented with a strong focus on quality and accuracy. Able to manage confidential information with discretion. Self-directed and proactive.

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## **Counter Sales Rep (O'Hare Airport)**

Job ID 102071

# Positions 2

Location US-IL-Chicago

Category Sales - Sales

### General Responsibilities:

The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This sales commissioned team member provides world class customer service and professionally and effectively sells Dollar Thrifty Automotive Group products and services to meet the customer's travel needs.

### Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to: Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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