Digital Content Specialist
The Morton Arboretum
Lisle, Illinois
Salary: Open
Type: Full Time - Experienced
Required Education: 4 Year Degree

Manage content, workflow, and digital assets for Knowledge Management initiatives, including digital learning and web/mobile applications. Design, develop, and produce new digital learning and interpretive media content for a variety of audiences. Identify new public- and internal-facing knowledge management opportunities and evaluate and maintain content and technology platforms.

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.

Qualifications:
Bachelor’s degree in educational technology, library science, digital media, or related field required, Master’s degree preferred. 2+ years practical experience coordinating projects required, including tracking budgets and timelines. Familiarity with multimedia production workflow and agile development methodology a plus. Experience in a public garden, museum, or cultural institution environment preferred. Experience in handling multiple complex tasks and deadlines, and successfully coordinating or producing time-sensitive materials required. Proficiency with databases, web technology, Microsoft Office Suite, and Google applications. Experience with Adobe Creative Suite preferred.

Success Factors:
Interest and background in digital learning and knowledge management. Strong collaboration skills with demonstrated success working on teams across departments. Polished communication, writing, and presentation skills. Self-motivated, highly organized, and detail-oriented. Professional demeanor with strong ethical standards and ability to adapt to change. Ability to work in a fast-paced environment on multiple simultaneous projects both as a team member and individually.

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 30 lbs.), walking over uneven terrain, and some local travel.
- Work Environment: Work is performed mostly indoors.
- Equipment: General office equipment, media production tools.