

CHICAGO ARCHITECTURE CENTER

Job Title: Architectural Content Specialist

Location: Chicago Architecture Center

Department: Programs

Salary Range: \$85,000.00 - \$95,000.00

Reports To: Chief Program Officer

FLSA Status: Full Time Exempt

Job Summary:

The Architectural Content Specialist serves as the Chicago Architecture Center's (CAC) subject matter expert on Chicago architecture, architectural history, and interpretive content. This position leads the development, governance, and strategic application of architectural content across CAC's tours, exhibitions, educational programming, volunteer training, public programs, marketing initiatives, and institutional communications.

Working collaboratively across departments, the Architectural Content Specialist establishes content standards, develops interpretive guidelines, and ensures the accuracy, consistency, and accessibility of architectural storytelling. Through research, writing, training, public speaking, and cross-functional partnership, this role translates complex architectural concepts into engaging experiences that connect diverse audiences with Chicago's built environment, architectural legacy, and contemporary design.

The Architectural Content Specialist partners closely with teams supporting CAC's volunteer community, learning programs, exhibitions, marketing, development, and executive leadership to align content strategy with organizational priorities, strengthen interpretive excellence, and advance CAC's mission as a leading resource for architecture education and engagement.

Duties and responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Actively identify, assess, and address needs within the tour, exhibits, and programs related to architectural history and emerging projects in the City of Chicago.
- Attends and contributes to relevant Volunteer Community committee meetings and docent trainings, representing CAC staff and organizational values.
- Serves as a primary authority on Chicago architecture and interpretive tour standards, with responsibility for establishing content guidelines, reviewing materials for accuracy, and advising internal stakeholders.
- Collaborates with the Public Programs team in the production of programs focused on Chicago's architectural legacy and future in relationship to CAC's audience segments and program offerings.
- Supports the Learning department in review and implementation of content, curricula, and trainings related to architectural history for teachers and students.
- Collaborates with Exhibits and associated partners in the development of a permanent exhibition experience related to Chicago's architectural legacy, including interpretive text, artifact and image sourcing, and Volunteer Community alignment.
- Acts as a content resource for Exhibits and contributes to interpretive text, including script copy, labels, and image sourcing.

- Assists Marketing in delivering accurate and engaging content related to Chicago architecture including the Architecture Encyclopedia and Buildings of Chicago online databases and social media content.
- In partnership with Marketing, answers media and press inquiries related to Chicago architectural history and supports Executive leadership by developing talking points, ensuring content accuracy, and providing historical context related to Chicago's built environment in preparation for media interviews.
- Provides subject matter expertise, research, and strategic content support to internal teams including Development, Civics, and Executive Leadership to advance institutional priorities and external engagement.
- Improves workflows related to architectural content development, review, and delivery across departments.
- Improves processes, tools, and content governance practices to ensure alignment, quality control, and timely delivery of relevant content across CAC initiatives.

Skills and Qualifications

Education

- Master's degree in Architecture, Historic Preservation, Architectural History, Urban Planning, or related field preferred.

Experience

- Five or more years developing architectural or cultural content.
- Experience in museums, cultural institutions, nonprofits, higher education, or related organizations preferred.
- Experience working with volunteers and educators.

Skills

- This position is required to complete [CAC Docent Training](#) within 2 years of hire, a 10-12 week commitment including weekends.
- Maintain architectural research resources and documentation.
- Monitor emerging architectural trends and developments impacting CAC programming.
- Represent CAC at professional meetings, lectures, and community events as needed.
- Support strategic initiatives through cross-departmental collaboration.
- Ensure consistency of architectural messaging across all public-facing content.
- Excellent written and verbal communication.
- Project management and organization.
- Research and analytical skills.
- Public speaking and presentation skills.
- Cross-functional collaboration.
- Attention to detail.
- Ability to manage multiple concurrent projects.
- Strong interpersonal skills.

Technical Skills

- Microsoft Office
- Asana or similar project management software
- Airtable or similar databases
- Content management systems preferred

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

Working conditions

- Supplemental Information to Assist Organizations In Their Compliance with the Americans with Disabilities Act (ADA)
- <http://www.niqca.org/documents/ADAPhysicalRequirementsChecklist.pdf>

Physical requirements

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Direct reports

- n/a

Approved by:	<i>Director of People Operations</i>
Date approved:	<i>7/22/2026</i>
Reviewed:	<i>7/22/2026</i>
Employee Signature	
Signature Date:	