



ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

Illinois Holocaust Museum and Education Center

Position Title: Exhibitions Manager, Full Time

Reports to: Chief Curator of Collections and Exhibitions

Status: Exempt

Work Schedule: Full time (40 hours/week), Monday through Friday, some evenings, and weekends

Overview:

Illinois Holocaust Museum and Education Center is currently seeking a full-time Exhibitions Manager to oversee all operational aspects of exhibition production including scheduling, construction, installation and de-installation of special exhibitions, strategic exhibition projects, and maintenance of ongoing exhibitions. The Exhibitions Manager is a forward-thinking and seasoned museum professional who brings expertise in project management to facilitate a highly motivated and productive team. This role brings organization, focus, planning, and attention to detail, diplomacy, and outstanding communication skills to enhance the work of the Collections and Exhibitions Department. This vital role is responsible for coordinating multiple, overlapping medium- and large-scale projects and is a key contributor delivering on the Museum's mission.

The Collections and Exhibitions Department consists of the Vice President of Education and Exhibitions, the Chief Curator of Collections and Exhibitions, the Exhibitions Manager, the Registrar, and the Media Technology Specialist. The Exhibitions Manager works closely with the other team members in the Education, Development, Operations, and Marketing departments, as well as other colleagues inside and outside the Museum. The duties of this position are complex in nature, and the ideal candidate must be experienced, professional, positive, proactive, highly organized, an excellent problem solver, and have the energy and ability to balance multiple tasks. The position requires strong communication skills and the ability to motivate and engage a wide variety of colleagues and outside partners.

The Museum houses four permanent exhibition areas including the Karkomi Holocaust Exhibition, Make a Difference: Harvey L. Miller Youth Family Exhibition, Take a Stand Center, which includes our Survivor Stories Theatre and fine-art gallery, and The Richard and Jill Chaifetz Family Virtual Reality Gallery. The Museum's three special exhibition galleries present a robust and varied schedule of travelling exhibitions, and the organization has a portfolio of travelling exhibitions it loans to outside institutions. The Museum houses a collection of over 30,000 artifacts and actively collects from throughout the Midwest.

Job Summary:

The Exhibitions Manager's is responsible for the planning and implementation process of special exhibitions and strategic exhibition projects within the allotted budget, space, and timeline. This position is responsible for the Museum's technical aspects of quality art handling, working closely with the Registrar to assure proper exhibition planning, ensure smooth operation of installations and gallery management during the term of a special exhibition while also addressing the numerous day-to-date details of the position. The Exhibits Manager is also responsible for maintaining the permanent galleries to ensure the preservation of all loan and permanent collection objects, as well as all technology within the galleries.

Job Duties and Responsibilities:

- Manage and oversee all operational aspects of exhibition production, including planning, scheduling, construction, installation, and de-installation of both special and on-going exhibitions
- Work with other staff members to produce cutting edge exhibitions which challenge and engage audiences, and push exhibition practices and uses of digital media
- Responsible for the overall condition and professional appearance of all exhibition galleries, exhibition preparation areas, and crate storage, including technical support and troubleshooting of AV components, cleaning, and general maintenance
- Assist in preparation of installation schedules and budgets, track expenses, and meet departmental deadlines
- Coordinate and communicate installation and presentation schedule of all exhibitions with relevant staff and independent contractors to ensure deadlines are met
- Produce exhibition models, sketches, and specs for installations
- Responsible for hiring and supervising temporary art handler/exhibit specialists and subcontractors involved with the installation and maintenance of all exhibitions, gallery installations, and repairs
- Order and stock gallery equipment such as gallery lighting, cleaning supplies, wall construction, casework design, construction signage, AV equipment including monitors, projectors and various media devices, and all other equipment specifically related to gallery maintenance
- Partner with the Registrar in documenting and general safeguarding of permanent collection and loaned objects, as well as facilitate the crating/uncrating, shipping/receiving, movement, and storage of all permanent collection and loaned objects and the safety of artifacts and the public while in any exhibition area
- Act as courier/representative for any off-site movement of objects as approved by the Chief Curator
- Collaborates with the Facilities Manager on building related issues and HVAC system monitoring
- Regular on-site attendance is required
- Must be available to work flexible hours including early mornings, nights, and weekends as needed
- Other duties assigned as required

Knowledge, Skills, and Abilities:

- Bachelor's degree required in at least one of the following fields: exhibit design, graphic design, environmental design, industrial design, architecture, interior design, art history, museum studies, or related field
- Minimum 5 years exhibition management and supervisory experience in a museum, gallery, or arts organization
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- Excellent communication skills
- Experience in supervising staff and independent contractors
- Demonstrate ability to work independently, collaboratively, and effectively with others under pressure amidst shifting priorities, managing time, staying organized, and meeting deadlines effectively
- Extensive knowledge of construction, carpentry, and contracting to supervise all phases of exhibition preparation and maintenance
- Knowledge of 3D (3 Dimensional) modeling tools such as Google Sketchup (preferred), AutoCAD, or other or other industry accepted software as well as Adobe Creative Suite and Microsoft Office Suite

- Knowledge of a variety of installation techniques and hardware; experience with carpentry, hands-on knowledge of power hand tools, taping, interior painting, soldering, and exhibit construction
- Experience in fine carpentry and specialized woodworking using but not limited to the following power tools or equivalent:
 - Table Saw
 - Jig Saw
 - Chop Saw (compound miter saw)
 - Circular Saw, Impact Driver, Drill Press, Planer
- Ability to operate a hydraulic lift and drive forklift
- Design and construct object mounts, museum furniture, framing, and other related exhibition elements
- General knowledge of museum display requirements and conservation standards
- Knowledge of creative software systems for bespoke museum exhibition spaces, video editing software for exhibitions, and audiovisual equipment
- Ability to determine labor, equipment, and material costs on projects
- General understanding of ADA standards and practices
- Ability to identify problems and resolve them quickly so that projects and teams can function smoothly
- Thorough understanding of AAM accredited standard practices and procedures in a museum environment

Physical Demands and Work Environment:

- Must be comfortable working in an open concept office environment
- Comfortable standing for extended periods of time
- Capacity to lift weight of up to 50lbs
- Ability to climb, balance, stoop, kneel, and crouch as required
- Climbing ladders and comfort being lifted in boom lifts 10-20 feet in the air is required

About the Museum

The mission of Illinois Holocaust Museum and Education Center is expressed in our founding principle: Remember the Past, Transform the Future. The Museum 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.

To Apply:

Interested applicants should email a cover letter and resume to Arielle.Weininger@ilhmec.org or fax 847-967-4808. Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.

EEOC Statement

Illinois Holocaust Museum and Education Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state, or local protected class. Illinois Holocaust Museum is also committed to comply with all fair employment practices regarding citizenship and immigration status.