



## ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

### Illinois Holocaust Museum and Education Center

**Position Title:** Exhibition Technician, Freelance

**Reports to:** Exhibitions Manager

**Status:** Contractor

### Summary:

Under the direction of the Exhibitions Manager, this position provides project-based art handling expertise for exhibitions and collection displays following museum best practices. Assists in receiving and releasing of incoming and outgoing exhibition shipments, packing, unpacking, gallery preparation, exhibition installation and de-installation, and maintenance.

### Responsibilities:

- Art handling throughout the museum galleries, storage vault, and exhibition preparation areas. Responsible for safe art handling in all installs, deinstalls, transport, packing and unpacking artwork as assigned.
- Performs installation/de-installation of exhibitions under the direction of the Exhibitions Manager.
- Assists with incoming and outgoing shipments including packing/unpacking and transfer to storage or exhibition spaces under the direction of the Exhibitions Manager.
- Performs additional tasks as needed.

### Qualifications:

2 years of Art handling and art installation experience in a museum or gallery required; ability to lift 25 lbs. comfortably and work with basic tools; mount making a plus; ability to operate equipment; follow instructions precisely, work well under pressure and meet deadlines, be highly detail-oriented, show good judgement, demonstrate initiative, and have strong organizational and multitasking skills. Willing to wear PPE as 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 [John.Wanzel@ilhmec.org](mailto:John.Wanzel@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.

**Vaccination Expectation:**

Becoming vaccinated against COVID-19 is the most important contribution we as individuals can make to ensure our own safety and the safety of our museum community. All employees must have proof of full vaccination.