



ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

Illinois Holocaust Museum and Education Center

Position Title: Exhibitions Preparator

Reports to: Director of Exhibition Design

Status: Full-time

Salary Range: \$45,000-\$50,000

Summary:

The Exhibitions Preparator reports to the Director of Exhibition Design in the Collections and Exhibitions department. In this roll, the Exhibitions Preparator assists in installation, deinstallation, design, fabrication, and maintenance of the galleries, and addresses matters related to managing the production of in-house and traveling exhibitions, including incoming and outgoing shipping, packing, unpacking, gallery preparation, and lighting. The Exhibitions Preparator must be familiar with best practices in art handling and general collections care.

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 all tasks involved in installation and deinstallation of exhibitions under the direction of the Director of Exhibition Design.
- Assists with incoming and outgoing shipments including packing and unpacking and transfer to storage or exhibition spaces under the direction of the Director of Exhibition Design.
- Maintains all exhibition areas including new media and tech installations under the direction of the Director of Exhibition Design.
- Performs additional tasks as needed.

Qualifications:

3-5 years of museum or other professional art handling experience; ability to lift 25 lbs. comfortably and work with basic tools; framing and mount making experience a plus; ability to operate equipment, and be comfortable on ladders; 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.

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 Tweedie, Director of Exhibition Design at j.tweedie@ilhmec.org.

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:

All employees must have proof of full vaccination.