



ILLINOIS HOLOCAUST MUSEUM
& EDUCATION CENTER

REGISTRAR

POSITION SPECIFICATION

THE COMPANY

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what's right – turning powerful lessons of history into positive actions today.

THE POSITION

Position Title: Registrar
Location: Skokie, IL
Reports To: Chief Curator of Collections & Exhibitions

Illinois Holocaust Museum & Education Center, opened in 2009, houses a collection of over 35,000 artifacts, with 450 on display in the Karkomi Holocaust Exhibition, and annually presents an exciting and varied schedule of special exhibitions.

Reporting to the Chief Curator, the Registrar brings knowledge of museum best practices and experience with registration of collections; development and maintenance of record systems, including processing new acquisitions, maintenance of insurance records, coordinating incoming and outgoing loans and producing loan agreements, and completing condition reports. The Registrar is responsible for the movement, storage, and shipping of all collection objects and loans, and overseeing the packing and install/deinstall of artifacts in temporary exhibitions. The successful candidate will ensure preservation standards are upheld throughout the museum exhibition spaces and collections storage, including environmental and pest monitoring. Additionally, the Registrar will maintain the collections management database (KeEmu) and create projects for and supervise departmental interns.

MAJOR RESPONSIBILITIES

In addition to the above, the Registrar will:

- Be responsible for digitization of collection, file management, integration into database, and digital access, including online and rights management.
- Arrange for packing, shipping, and insurance coverage for incoming and outgoing loans.
- Identify need and coordinate conservation of artifacts with local conservation labs.
- Respond to research inquiries and reproduction requests and provide access to the collection.
- Work interdepartmentally to assist with data and content for marketing, development, and education projects.

Additional Information

- Hybrid schedule is available.
- Available to travel when required (less than 10%).
- Other duties as assigned.

THE PERSON

We seek a dynamic candidate with a passion for human rights and history. Knowledge of the history of the Holocaust is desired.

Job Qualifications

- Bachelor's degree in related field required.
- 5-7 years experience in collections management, museum registration, or similar role.
- Works well independently, as well as with a team.



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- Strong problem solving, communication, and writing skills.
- Organized, detail-oriented, and flexible.
- Able to manage multiple ongoing projects and priorities.
- Strong computer skills and knowledge of Collections Management databases (KeEmu preferred but not required), digital photography, and Photoshop.
- Additional language skills a plus.

Physical Requirements

May need to climb up and down stairs; bend, stoop, and lift or move materials and retrieve files; pull/push, lift, and carry up to 25 pounds; spend considerable time on one's feet; and to reach both above and below shoulder height.

Committed to Diversity

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, people of all gender identities, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

Learn More

Visit our website, engage in virtual experiences, and learn more at ilholocaustmuseum.org.

To Apply

Interested applicants should email a cover letter and resume to jobs@ilhmec.org and include "Registrar" in Subject Line.