



## 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. Today, IHMEC is the third largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. 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.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

## THE POSITION

Position Title: Freelance Exhibition Preparator  
Location: Skokie, IL  
Reports To: Director of Exhibition Design  
Status: Contractor

Under the direction of the Director of Exhibition Design, the Freelance Exhibition Preparator provides project-based art handling expertise for exhibitions and collection displays following museum best practices. They assist in receiving and releasing of incoming and outgoing exhibition shipments, packing, unpacking, gallery preparation, exhibition installation and deinstallation, and maintenance.

## SPECIFIC KEY RESPONSIBILITIES

The Freelance Exhibition Preparator's key responsibilities include:

- 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 guidance of the Director of Exhibition Design.
- Assists with incoming and outgoing shipments including packing/unpacking and transfer to storage or exhibition spaces.
- Performs additional tasks as needed.

## THE PERSON

### Education | Experience

- 2 years of art handling and art installation experience in a museum or gallery required.

### Knowledge | Skills | Abilities

- Ability to lift 25 pounds, spend considerable time on ones feet, and be able to reach both above and below shoulder height.
- Ability to comfortably work with basic tools.
- Mount making ability a plus.
- Ability to operate equipment.
- Ability to be highly detail-oriented and follow instructions precisely.
- Ability to work well under pressure and meet deadlines.
- Ability to show good judgement and problem solve.



ILLINOIS HOLOCAUST MUSEUM  
& EDUCATION CENTER

**FREELANCE EXHIBITION PREPARATOR**

**POSITION SPECIFICATION**

---

## **OTHER INFORMATION**

### **Salary**

Hourly rate is \$25 per hour.

### **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, women, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

### **Physical Requirements**

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

### **Learn More**

Visit our website, engage in virtual experiences, and learn more at [ilholocaustmuseum.org](http://ilholocaustmuseum.org).

### **TO APPLY**

Interested applicants should email a cover letter and resume to [John.Tweedie@ilhmec.org](mailto:John.Tweedie@ilhmec.org) or fax 847-967-4808. Address correspondence to: Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.