



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: Contract Registrar (January – June 2025)
Location: Skokie, IL
Reports To: Senior Registrar 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 Senior Registrar, the Contract Registrar brings knowledge of museum best practices and experience with registration of collections and working knowledge of collections management software and Microsoft Office Suite.

The Contract Registrar will provide support in inventorying the museum collections using collections management software and Excel. Additionally, the work entails the completion of condition reports for the museum collection before packing and storing the collections off-site.

KEY RESPONSIBILITIES

In addition to the above, the Contract Registrar will:

- Manage proper documentation of the museum collections.
- Participate in the inventory of the collection.
- Work on condition reports of two and three-dimensional objects.
- Photography skills needed during packing and condition reporting of the objects.
- Ability to Identify levels of the condition of the objects stored in collections.
- Rehousing of the collections before packing.

THE PERSON

Education | Experience

- Applicants should have a Bachelor's Degree in art history, museum studies, arts administration, or a related field (master's degree preferred) with a minimum of 3 years of experience as a museum registrar.
- Experience in handling museum artifacts, knowledge of current museum best practices.



Knowledge | Skills | Abilities

- Meticulous attention to detailed recordkeeping, excellent communication skills
- Must be a creative problem solver, very well organized, and ability to work independently and under pressure as well as with other staff members
- Ability to lift 25 pounds, spend considerable time on ones feet, and be able to reach both above and below shoulder height.
- Proficiency in using collections management software, KeEmu preferred, and Microsoft Office suite.

OTHER INFORMATION

Salary

Hourly rate is \$28 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.

TO APPLY

Interested applicants should email a cover letter and resume to Susan.Lerner@ilhmec.org. Address correspondence to: Susan Lerner, Illinois Holocaust Museum and Education Center, 9603 Woods Drive, Skokie, IL 60077.