



ILLINOIS HOLOCAUST MUSEUM
& EDUCATION CENTER

CONTRACT REGISTRAR

POSITION SPECIFICATION

OUR MISSION & IMPACT

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: Contract Registrar
Location: Skokie, IL
Reports To: Senior Registrar of Collections & Exhibitions

Illinois Holocaust Museum & Education Center opened in 2009, houses a collection of over 36,000 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. The role also includes unpacking and completing condition reports for the collections upon their return to the museum. Furthermore, responsibilities will include assisting with the installation of the objects in the permanent exhibition galleries.

SPECIFIC 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
- Identify levels of the condition of the objects
- Photograph the collection objects
- Rehouse the collections before packing
- Other duties as assigned



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KNOWLEDGE, SKILLS & ABILITIES

- 3 years of experience in museum registration
- Proficiency in using collections management software, KeEmu preferred, and Microsoft Office Suite
- Knowledge of current museum best practices and handling museum artifacts
- Meticulous attention to detailed recordkeeping
- Excellent communication skills
- Must be a creative problem solver
- Ability to work independently as well as part of a team

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.

COMPENSATION

\$28/hour, 40 hours a week, End of August - December 31, 2026

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.

LEARN MORE

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

TO APPLY

Interested applicants should submit a cover letter and resume to jobs@ilhmec.org.