



Position Announcement

Glenview History Center Museum Curator

(Full-Time)

Are you passionate about historical preservation, community engagement, and bringing history to life? Do you take pride in curating exhibits that spark curiosity and connection?

If so, the Glenview History Center Museum Curator position might be the perfect fit for you!

The Glenview Public Library, in partnership with the Village of Glenview and the Glenview History Center, is seeking a Museum Curator to activate Glenview's rich history through engaging exhibits, dynamic programming, and meaningful community outreach.

The pay range for this position is \$65,000 to \$70,000 annually. Offers are made within this range based on competencies, experience, and internal equity.

We offer a comprehensive benefits package including health, dental, vision, life insurance, IMRF pension program, paid time off, as well as other related benefits.

Essential Functions and Responsibilities of this position include:

- Displays initiative, creativity, and leadership skills.
- Maintains the CMS database as well as donor and accession records, including cataloging, marking objects, and researching provenance.
- Plans, installs, and manages exhibits at the Glenview History Center, the Glenview Public Library and in the community.
- Works collaboratively with the Glenview History Center board, library staff, and community partners to support the organization's mission and strategic goals.
- Represents the Glenview History Center in outreach to local school and community partners.
- Assists with planning and executing programs and outreach activities that connect with the community.
- Provides reference services to patrons.
- Manages and maintains proper storage procedures and environmental conditions for collections.
- Provides accession and deaccession recommendations to the GHC Collections Committee.

- Assists with overseeing volunteers and interns.
- May participate in appropriate local, state, and national professional organizations.
- Develops and maintains position-relevant technology skills.
- Participates in relevant training, continuing education, and/or professional development.

Education/Experience/Qualifications

- A Master's degree in museum studies, public history, or a related field is required.
- Three to four years of field experience is required.

Knowledge, Skills, and Abilities

- Excellent interpersonal skills and ability to maintain and foster cooperative, courteous working relationships with a multicultural/multigenerational staff and patron population.
- Knowledge of exhibit design, museum accession and management procedures, artifact handling, and conservation best practices.
- Successfully handles multiple tasks and projects simultaneously.
- Can listen, analyze, problem solve, and exercise good judgment when handling both routine and non-routine issues.
- Works independently and prioritizes tasks to meet deadlines.
- Adaptable to changes in existing practices, routines, and workflows.
- Can operate a personal computer; has knowledge of Collections Management Software, email, Windows, Excel, and basic word processing functions.
- Ability to learn and to instruct others on technology issues.
- Available to work evenings and weekends as needed.
- Ability to sit, walk, stand, bend, stoop and walk stairs frequently.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and ability to reach overhead.
- Ability to lift up to 25 lbs. on an occasional basis.

To Apply:

[Go to Careers | Glenview Public Library \(glenviewpl.org\)](http://glenviewpl.org)

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