



POSITION ANNOUNCEMENT

PART-TIME MUSEUM CURATOR

The Village of Wilmette is seeking a reliable and detailed-oriented individual to fill the part-time Museum Curator position with the Wilmette History Museum. The Museum is located at 609 Ridge Road and was established by the Village of Wilmette in 1951. This position will work an average of 28 hours per week, Monday through Thursday, and occasionally on weekends, under the supervision of the Museum Director.

General Responsibilities

The Museum Curator is responsible for assisting with the proper care and documentation of collections to include researching and organizing exhibits. In addition, the Museum Curator will coordinate museum programs, events, and tours and work with museum visitors and volunteers on research projects and any other assigned projects. This position entails significant contact with the general public via in person, email, written communication and telephone.

Position Requirements

The successful candidate will have a bachelor's degree in history, museum studies or a related field with three to five years of experience with museum collections. A Master's degree and/or educational training in history, museums studies, etc. are preferred. A combination of education and experience will be considered.

The ideal candidate will have museum collections experience, including artifact cataloging, exhibition preparation, and/or registration. The candidate should be able to lift and move document boxes and artifacts. The candidate should possess the ability to conduct research, effectively and accurately communicate both verbally and in writing, and interact with the general public and volunteers in a courteous and professional manner.. Candidate must be detail-oriented, flexible, and able to manage multiple projects concurrently. The candidate will possess a solid working knowledge of web-based computer software programs, and should be proficient in Microsoft Office (Outlook, Word, Excel and Teams). Knowledge of exhibit development and InDesign and Past Perfect software programs is a plus.

Compensation and Benefits

The range is \$26.31 to \$34.92 per hour with a starting rate DOQ. This position includes participation in a retirement plan through the Illinois Municipal Retirement Fund (IMRF), Employee Assistance Program (EAP), and ability to participate in the Flexible Spending Account Program for out-of-pocket health, dependent care, and transportation/parking expenses. In addition, this position will receive paid time-off.

Selection Process

Interested candidates should complete an online employment application found on the Village's Self-Service Employment Opportunities webpage at <https://wilmette.munisselfservice.com/ess> and attach resume and cover letter. Applications will be accepted until the position is filled. The successful candidate will undergo a background investigation, and reference checks.

How to Apply

Interested candidates should complete an online employment application found on the Village's Self-Service Employment Opportunities webpage at <https://wilmette.munisselfservice.com/ess> and attach your resume and cover letter. Employment applications will be reviewed as they are received. Paper submissions will not be accepted. The position remains open until filled.

The Village of Wilmette is committed to compliance with the Americans with Disabilities Act and is an Equal Opportunity Employer. Diversity, Equity, and Inclusion are critical to the Village's success. The Village seeks to recruit the most talented individuals from a diverse candidate pool and strongly encourages applications to be submitted from all genders, all races, all sexual orientations, people with disabilities, and Military Veterans.