

POSITION ANNOUNCEMENT

MUSEUM COLLECTIONS ASSISTANT – SEASONAL

The Forest Preserve District of Will County is accepting resumes for a seasonal Museum Collections Assistant at Isle a la Cache Museum, Romeoville, Illinois.

See the attached Position Opening outlining the position duties, education, training, experience, physical/mental requirements, and necessary special requirements. The Museum Collections Assistant – Seasonal is a seasonal position with a starting pay rate of \$17.50/hour. Resumes will be accepted until April 21, 2025, Earliest start date is May 15, 2025.

Application Procedure: Send a cover letter and resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815.722.5669 (desk)
815.722.3608 (fax)
humanresources@fpdwc.org

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**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: MUSEUM COLLECTIONS ASSISTANT - SEASONAL
DEPARTMENT: VISITOR SERVICES
FLSA STATUS: NON-EXEMPT

DATE: MARCH 2025

BASIC FUNCTION

The Seasonal Museum Collections Assistant assists with cataloging, documenting, inventorying, handling, and caring for museum collections, library books, and exhibits. This position also helps with collection organization and exhibit setup, providing support to museum staff.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Program Coordinator
- Facility Supervisor

Supervises:

- None

Works closely with:

- Part-Time Front Office Managers
- Operations Staff
- Forest Preserve Police

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for assisting in inventory management of collections
2. Responsible for photographing artifacts for documentation using provided technology (i.e. camera, iPad, etc.)
3. Accession of artifacts into the museum's collection. Organize and update files as needed.
4. Manage all data and collections entries into PastPerfect software
5. Organize and maintain storage areas including but not limited to collection storage and interpretive signage
6. Inventory and organize the museum's library collection
7. Perform historical research as needed
8. Assist in exhibit setup and teardown
9. Report any concerns regarding collection storage and artifacts
10. Maintain and inventory collections equipment
11. Provide support for Visitor Services events and museum front desk operations
12. Complete other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work weekdays and weekends during the hours of 8:00 am-4:00 pm.
- Friendly, articulate, and able to communicate effectively about the work being performed on the collection

- Comfortable working with limited supervision
- Be in good physical condition and able to lift at least 40-50-pounds

TRAINING AND EXPERIENCE

Minimum requirements include:

- PDRMA training and orientation
- ActiveNet training
- Site-specific safety training includes museum artifact handling and care, PastPerfect software, and collections accessioning training.

WORKING ENVIRONMENT AND CONDITIONS

The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years old.

- While performing the duties of this job, the employee is required to stand; walk; sit; bend, lift heaving objects (40- 50 pounds) use hands or fingers to handle, or feel objects, tools, controls, reach with hands and arms, talk, and hear.
- Must be comfortable working independently and managing tasks without constant direct supervision.
- Must be comfortable working in climate-controlled storage rooms or exhibition areas.
- Must be comfortable working with fragile or valuable artifacts.
- May need to wear gloves and use specialized tools or equipment to move, store, or display items without causing harm.
- Must be able to work cataloging or photographing artifacts, which involves repetitive tasks. This requires attention to detail and focus over extended periods.
- Must maintain a clean, organized environment to prevent contamination or deterioration of collections. This may involve regular cleaning and maintenance of storage areas or exhibitions.

PAY RANGE, ANNUAL SALARY, AND BENEFITS

Pay Range: Seasonal position averages 230 hours from May- September; not to exceed 940 hours annually over a 9-month period.

Wage: \$17.50 /hour.

Weekday and weekend work required between the hours of 8:00 am-4:00 pm. 16 hours/week average; possibly more.

Training programs and professional development opportunities are available. Uniforms provided.

For information call (815)727-8700. The Forest Preserve District of Will County is an Equal Opportunity Employer. -www.reconnectwithnature.org.

Benefits: Sick time and vacation in accordance with the employee handbook and employee assistance program.