

Curatorial Assistant – Job Listing

POSITION SUMMARY:

The Curatorial Assistant will assist in the implementation of a large-scale digitization project, funded by the National Endowment for the Humanities (NEH). This project will involve the digitization, metadata creation, rehousing, and publishing of archival material in the Museum's permanent collection that represents the immigration experience of Swedish people in Chicago. The Curatorial Assistant will provide regular oversight for this project, working closely with the Curator and a part-time Archival Technician toward project deliverables. This part-time position is 20 hours per week for a 12 month period, which may include weekend days. Must be willing to work occasional evenings. Hourly rate between \$18-20/hour, depending on experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee collection digitization efforts for the NEH-funded project.
- Assist with general collections management tasks including but not limited to: inventory, photography, scanning, record keeping, cataloging, and solving registration discrepancies.
- Coordinate and lead training sessions with members of the public on how to use the CatalogIt online portal, write articles in the Museum's newsletter *Flaggan*, and facilitate joining the Chicago Collections Consortium and Illinois Digital Archives.

QUALIFICATIONS:

- Education: Bachelor's degree or comparable experience in museum studies, anthropology, history, public history, art history, archives, library science, information management, or related field
- At least one year of experience working or volunteering in museums
- Superior writing and communication skills, as well as attention to detail
- Ability to oversee a project team and work toward deliverables within a project timeline
- Ability to multitask and handle a variety of projects
- Adept with Microsoft Office software
- Ability to lift and carry up to 40 pounds

Any of the following would be a benefit:

- Experience with CatalogIt collections management software or other relational database
- Fluent or proficient in Swedish

Submit letter of interest, 1-2 page resume, and 3-4 page writing sample to Sarah Hawkinson, Curator, hiring@samac.org by 09-15-2025 No phone calls, please.