



A Gathering Place for Exploring Haitian Art, Culture and History

Job Opportunity: Museum Collection Specialist

The Haitian American Museum of Chicago (HAMOC) is the realization of a dream by its co-founder, Elsie Hernandez. The museum aims to create to deliver programs and exhibits that will contribute to the multicultural tapestry that is Chicago. Since 2012 the museum has hosted a wide array of programs and exhibits showcasing Haiti's rich culture and art as well as its complex history. The museum's mission is to promote and uplift Haitian art, culture and history in metropolitan Chicago and surrounding communities, nationally and internationally through advocacy, education and supportive services.

Through a generous grant from the Gaylord and Dorothy Donnelley Foundation, HAMOC is seeking to hire a Collection Specialist to document the museum's vast collection of Haitian artifacts.

To apply, please email a resume/CV and a letter of interest to Carlos Bossard, Executive Director at info@hamoc.org in PDF format. Applications will be accepted through Friday, October 22, 2021. Qualified candidates will be contacted for an interview between October 25 and October 27, 2021. Final candidate will be contacted on Friday, October 29, 2021

Responsibilities

- Implement current standards of intellectual control through arrangement and description, and create finding aids, guides, and/or object cataloging as appropriate.
- Assist in acquiring new collections for museum
- Manage storage and preservation associated with collections.
- Make the collections accessible to the public through OMEKA online platform
- Lead a public program to teach the community how to access the collections
- Assist in the curating of museum exhibits
- Implement disaster preparedness plan for collections
- Review and update collection policy as necessary.

Education and Experience

- Bachelor's Degree in Art, Art History, Museum Studies required
- Master's Degree in Information and Library Science, Museum Studies preferred
- Familiarity with working in a small BILPOC (Black, Indigenous, Latinx, People of Color) museum
- Knowledge of Adobe Suite
- Knowledge of basic photography
- Familiarity with archival/ museum content management systems
- Ability to lift/move up to 20 pounds occasionally. Ability to stand for long periods of time, to stoop, to reach, to bend at waist.
- Knowledge of French or Kreyol a plus

Compensation

This position will run from November 1, 2021, through July 1, 2022 (8 months). Fieldwork and in-person required, allows for remote work if possible. Must be able to be in the museum at least 15 hours per week. There is a monthly stipend of \$1,500 for this position.