



634 South Pleasant Street
Princeton, IL 61356
815.875.2184

Position Title: Museum Associate

Reports to: Executive Director & Curator

Hours: Part-Time – 20 hours per week or as assigned, Tuesday—Friday (Until March 1, 2024)
Wednesday-Saturday (Beginning March 2, 2024)

Compensation: \$17/hour – No benefits

Position Overview—The Museum Associate is responsible for working with the Executive Director to create and implement exhibits and events that highlight the current collection, gives tours and expands the historical education experience of the county community.

Personal Requirements

- Passion/appreciation for Bureau County history
- Strong organizational skills, writing and public presentation skills
- Motivated, creative, flexible self-starter and lifelong learner
- Strong personal and professional, ethical standards
- Appropriate computer skills including scanning, on-line research, training on Past Perfect, Microsoft word, excel and PowerPoint
- Work schedule is Wednesday through Saturday, inclusive; Noon until 5:00pm
- Available to work evenings and weekends as needed.
- Strong interpersonal skills that enhance the mission of the Bureau County History Center

Responsibilities

The Museum Associate is responsible for assisting in the creation and implementation of exhibits and events. This includes refreshing current exhibits and creating events for the public. Works with the Executive Director on fundraising and marketing events. In addition, the MAC will research and create best practice protocol for accession of artifacts for the Bureau County Historical Society (BCHS, the Society).

1. Collaborate with the Executive Director (ED), Curator and the Events/Programs committee of the board to assist with the creation and implementation of events and exhibits to drive patron attendance.
2. This will include criteria for accessions/acquisitions, logging existing and new accessions/acquisitions into a searchable database Past/Perfect.
3. Collaborate with ED and Museum Associate—Researcher (MAR) to organize and inventory all current acquisitions and place into Past/Perfect, a searchable database. This will include a plan to “de-accession” items no longer fitting the Society’s collection criteria.
4. Assist with creation of docent/volunteer program to give tours during the week and consistently on Saturdays.
5. Research Independently.
6. Other duties as assigned.

Date
Lex Poppens
Executive Director

Date
(Employee Name)