Job Title: Museum Student Assistant

Begin & End Dates: Immediately/Our Museum is ongoing so we can work around a student’s academic schedule.

Work Schedule: During the month of February, our Museum is open from 10am until 3pm. The dates will be August, 2013 – August 2014. After that we will revert to our regular hours of Monday through Friday, 9:30am until 4pm, Saturday 10am until 5pm and Sunday 12 noon until 5pm.

Total Hours/Week-With our Museum schedule we offer up to 30 hours per week for the students selected.

DUTIES:
The student will be expected to act as docents and provide tours of the museum. They could be called upon to do light clerical duties such as answering the phone, stuffing envelopes, light dusting and vacuuming. As we expand in the future, we’d like to use their creativity in putting together exhibitions, traveling exhibits, and developing age appropriate presentations and activities for youth.

Qualifications and Experience: Education or Communication Majors would be preferred. Completion of at least one academic year of study.

REQUIRED:
Intern must be drug-free; possess regular and timely attendance; professional attire and demeanor; corporate speaking voice for interpersonal and personal interaction; ability to take written instructions and notes; basic computer skills; ability to receive directions and to work with little or no supervision; ability to get along well with others, etc.

PREFERRED:
Self-starter; one who takes initiative to offer ideas & creativity; one who takes opportunity to learn as much as possible for the position.

For more information, please contact
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