

Wayne County Museum
Museum Intern
Position Description
August 2016

Museum Intern

The Museum Intern is chosen by the Wayne County Historical Association Executive Board and the Wayne County Museum's Executive Director. This position does not serve as an Executive Board member. The Museum Intern will work with the Executive Director to properly share the history of Wayne County assisting with exhibits, programs, and special events.

Expectations

Candidate must be of good character, have organizational and good interpersonal skills. The candidate must be able to follow the directions given by Executive Director in order for work to be accomplished in a smooth manner.

The Museum Intern maintains a professional appearance that includes business casual attire, grooming standards, and name tag. Business casual refers to khaki pants, slacks, skirts, as well as short sleeved polo shirts, long sleeved shirts or sweaters, but excludes jeans, tennis shoes, tight or short skirts, T-shirts, and sweaters. Grooming refers to clean and neatly kept hair. Beards and goatees should be neatly trimmed. No hats will be worn while on duty. When physical labor is warranted, work clothes may include jeans, boots, hat, etc.

Hours

As scheduled according to semester schedule; any changes in schedule must be made known immediately. Hours will be scheduled within a Tuesday through Saturday, 10am-4pm timeframe. Must be available most Saturdays, work/class/practice permitting. Some afterhours work as requested by Executive Director.

Requirements

Candidate must be currently enrolled in college or equivalent; grade school level students are accepted with prior parental approval. Candidate must demonstrate the ability to follow instructions and work without continuous supervision. He/she must possess excellent computer skills and have ability to assist with visitor services.

Duties

General:

- Greeting visitors & requesting them to sign visitors log
- Assisting visitors in gift shop using credit/debit card, cash, or check
- Keeping papers/reading materials reprinted & stocked
- Providing guided museum tours
- Accessioning inventory of collections
- Assisting with exhibit development, set up/take down as directed
- General research as requested by Executive Director
- Interns must work harmoniously alongside Museum Assistant

Housekeeping: (weekly)

- Dust museum internal perimeter
- Clean restrooms (3); commodes, sinks, floors
 - Restock toilet paper & paper towels
- Floors – sweep/mop/vacuum where necessary
- Take out trash/recycling according to weekly pickup schedule
- Windex glass display cases
- Scope museum premises for trash

Additional duties as assigned by Executive Director