

MUSEUM INTERN PART-TIME

The **Joliet Area Historical Museum (JAHM)**, a fully interactive, modern museum facility located in the heart of Joliet's historic City Center, seeks an enthusiastic, resourceful, and reliable individual to serve as its **Museum Intern (MI)**. The Museum property is owned by the City of Joliet. The Museum staff also coordinates all activities/tours at the **Old Joliet Prison (OJP)** facility. Background check required.

Position Summary:

The Museum Intern will assist full-time museum staff with the daily operations of the historical museum. The Intern will gain experience in one or more of the selected areas; guest services (gift shop mgt.), development & fundraising, marketing, member services, program & events, educational programming, research & collections management. The internship experience will be mutually beneficial for both the Intern and the Museum. The Museum Intern will benefit as he/she will gain valuable experience in a museum setting that will help to further his/her career goals. The intern will be required to produce a final project to add to his/her work portfolio. The Museum will benefit as it will have a final project that will positively impact on its administrative, educational, or curatorial activities. Ability to work weekdays, some weekends & evenings required.

The successful applicant will:

- Have above average writing & oral communication skills
- Exhibit a professional and friendly demeanor (as you will be interacting with guests from all over the world)
- Have ability to work independent of supervision
- Be a self-starter and energetic
- Possess an affinity for JAHM's mission, and maintain mutual professional conduct with co-workers and Museum stakeholders, commensurate with JAHM's reputation as a visible and inclusive community cultural arts institution
- Be expected to assist other Museum staff as directed/requested
- Have ability to do some light lifting/moving as needed

Desired Qualifications:

- Ability to design and implement programs
- Proficiency in writing, research, implementation of exhibits/projects
- Giving tours or working with public
- Multi-lingual is a plus (especially Spanish)

Please submit your resume, 2 references, and any other pertinent application material to:

Kelly Klobucher at k.klobucher@jolietmuseum.org