

## **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 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:***

**Mike Brick - Deputy Director**      [m.brick@jolietmuseum.org](mailto:m.brick@jolietmuseum.org)      (815) 723-5201 ext. 7213

**Joliet Area Historical Museum • 204 N. Ottawa St. • Joliet, IL 60432**      [www.jolietmuseum.org](http://www.jolietmuseum.org)