



## POSITION ANNOUNCEMENT Museum Operations Assistant, Seasonal

### ***Position Summary:***

Get to know the community, visit with people from across the United States, and practice public history skills as a Wisconsin Logging Museum Operations Assistant. The Wisconsin Logging Museum is located in Eau Claire's beautiful Carson Park and includes an exhibit center, Machine Shed exhibit hall, and a historic 1890s replica logging camp. The Seasonal Museums Operations Assistant is expected to commit to two weekends a month and two days a week. Two individuals will be hired for the summer of 2024.

### ***Essential Duties and Responsibilities:***

- Supervise building operations, as assigned
- Supervise visitor service volunteers assigned to Wisconsin Logging Museum
- Provide security and safety of all Wisconsin Logging Museum facilities by locking/unlocking buildings and monitoring public areas
- Monitor and maintain cleanliness in restrooms and public areas during public hours when custodian is not present
- Manage Museum Store and admissions operations
- Answer visitor inquiries by phone and in-person
- Provide logging history interpretation as needed

### ***Qualifications:***

- *Required:* Ability to work independently with minimal supervision
- *Required:* Strong customer service skills
- *Required:* Weekend availability
- *Preferred:* Interest in history
- *Desirable:* Intellectual curiosity

***Pay:*** \$11-\$12/hour

***Schedule:*** 15 hours/week on average. Must be available to work every other weekend and minimum two days a week. ***Start Date:*** May 28, 2024. Position runs through September 30 but fall schedule is negotiable around school schedule.

**HOW TO APPLY:** Email letter of interest to Jill York, [j.york@cvmuseum.com](mailto:j.york@cvmuseum.com) or complete an application, available at either Chippewa Valley Museum or Wisconsin Logging Museum. Application review begins April 4, 2024. Two positions are open until filled. For more information contact Jill York, 715-834-7871