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 2025.

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: $12/hour

Schedule: 15 hours/week on average. Must be available to work every other weekend and minimum two days a week. Training is week of May 19. Museum be available to staff Wisconsin Logging Museum immediately after Memorial Day. 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 or complete an application, available at either Chippewa Valley Museum or Wisconsin Logging Museum. Application review begins April 14, 2025. Two positions are open until filled .For more information contact Jill York, 715-834-7871