



VISITOR ENGAGEMENT & EDUCATION ASSISTANT

Classification: Full-time, some weekends required

Compensation: \$12/hour

Reports to: Greg Lutz - Visitor Engagement and Retail Coordinator

Applications Due: March 31, 2023

Estimated Start Date: May 22, 2022

POSITION SUMMARY

Visitor Engagement & Education Assistants are part of Wisconsin Maritime Museum's "front line" team that ensure positive experiences for each of our visitors. This is a full-time, summer position that is meant to provide the employee a learning opportunity while they gain practical experience in the daily operations of a nonprofit museum. In this position, the employee will regularly interact with members of the public including museum visitors, tourist groups, field trip groups, volunteers and educators. By working at the Museum's front desk/gift shop, out in the community, and on additional special projects throughout the summer, the employee will be trained to participate in a variety of museum operations.

This is a full-time internship requiring up to 40 hours per week with some weekends. The overall length of the internship is open to discussion, but typically lasts between 7-12 weeks.

POSITION DUTIES AND RESPONSIBILITIES

- Provide positive experiences to Museum guests at the front desk, gift shop, galleries, and public events.
- Study and learn provided materials about the Museum and submarine, *USS Cobia*, in order to provide tours and answer questions for visitors.
- Give engaging and informative tours of the submarine, *USS Cobia*, and the galleries for field trip and bus tour groups.
- Open and close the museum, handle money, and provide assistance in the preparation and set up for Museum programs.
- Participate in weekly meetings with the Visitor Engagement Coordinator and other members of the engagement team to discuss upcoming events and improve Museum activities.

- Assist with the planning and execution of the Museum's summer program schedule including Thursday *Think and Drink*, SubFest and SubPub on the Water.
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Position Requirements:

- Current student of an undergraduate or graduate program in history, museum studies, maritime archeology, anthropology, or a related field preferred.
- Ability to guide tours through a WWII submarine- an enclosed space with stairs and watertight hatches.
- Experience with or willingness to learn Google G-suite and the Square point-of-sale system.
- Excellent problem-solving skills and ability to work in a team.
- Ability to work in a dynamic work environment.

ABOUT THE MUSEUM

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to World War II efforts. Since then, we've grown to be the state's maritime museum with exhibits on shipwrecks, maritime industry, ship models, art, and more. The institution is accredited by the American Alliance of Museums.

Our mission is to connect all people to Wisconsin's waterways through engaging exhibits, inclusive programs, and world-class collections.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability, or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field.

We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion, and accessibility engagement.

We are committed to providing an accessible application process. If you require any accommodations, email glutz@wisconsinmaritime.org or call (920) 684-0218.

Resumes and cover letters should be sent to Greg Lutz (glutz@wisconsinmaritime.org) by March 31, 2023.