

Museum Assistant Internship, PART-TIME (May – June, approx. 15hrs per week)

Want to work at the Museum? Now's your chance! 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 part-time **Museum Assistant Intern**. The Museum property is owned by the City of Joliet. Background check required.

Position Summary:

You will work in many areas of the museum including the front desk, tours, gift shop, rentals, events, and the Old Joliet Prison. This internship really offers you the opportunity to try the different departments that can go into running a museum. No two days are alike. Sometimes the intern will be helping on tours of the Old Joliet Prison, sometimes meeting guests from all over the world in our Welcome Center in downtown Joliet.

The Successful Applicant Will:

- Be quick on their feet
- Work well in a team environment
- Be a fast learner
- Professional and friendly demeanor (as you will be interacting with guests from all over the world)
- Comfortable speaking in front of large groups
- Able to lift up to 20lbs and attend a 90 minute walking tour of the Old Joliet Prison
- Possess an affinity for JAHM's mission, and maintain mutual professional conduct with co-workers and all Museum stakeholders, commensurate with JAHM's reputation as a visible, inclusive community cultural arts institution.
- Be expected to assist other Museum staff as directed/requested as hourly requirements allow.

Desired Qualifications:

- Some customer service and/or retail experience
- Multi-lingual is a plus (especially Spanish)

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

Jessamyn Moore, Internal Operations Manager

j.moore@jolietmuseum.org

Or by mail to:

Joliet Area Historical Museum

Attn: Jessamyn Moore

204 N. Ottawa Street

Joliet, IL 60432

Please do *not* inquire about application status by phone.