

# **Museum Summer Team Lead**

## **Basic information**

Job title

Visitor Experience Lead Staff

Position type

On Campus Student Employment

Work-Study program

Yes

Job description

**Full Summer Availability, including Weekends, Required. Work Study Preferred.**

The Museum of Natural and Cultural History is looking for students to join and lead our Visitor Experience team! VE Lead staff take on the highest level of responsibility amongst our student team, and are expected to take the initiative when it comes to decision making both in the museum store and at our admissions desk. Leads help monitor day-to-day museum operations from the museum store, and may also be called upon to assist in support roles for special event staffing or office work outside of their standard weekly scheduling. In this elevated position, VE Lead staff are expected to demonstrate a high level of judgment and familiarity with museum events and operations to the degree where they can safely oversee the public space should no staff manager be available. They are expected to place store merchandise orders, adjust pricing and displays, support admissions staff with difficult or unusual circumstances, and assist guests in signing up for museum memberships without manager input or oversight. They are expected to be experts in current and upcoming museum programming, and to help ensure that the rest of the team remains up to date on ongoing events. Due to the nature of museum scheduling, VE Staff are expected to be available both Saturdays and Sundays to provide extra support on our busiest days.

This position is heavily based on customer service and leadership skills. It is dependent on the staff member facilitating a fun and safe learning environment for a diverse group of audiences, and expects those in the position not only to maintain but to actively promote a culture of service during their shifts. Students receive both on-site training in the position as well as offerings of additional professional development in education, anthropology, earth sciences, museum studies and more. VE Leads who show exceptional merit and have been awarded Work Study may be provided the opportunity to continue working for the museum through the following academic year.

## **Location requirements**

Location type

Onsite

Onsite location

Eugene, Oregon, United States

## **Time requirements**

Schedule

Part time

Hours

8 hours per week

Employment duration

Seasonal

## **Compensation and Benefits**

Expected pay

16.11–17.05 USD per hour

## **Application process**

Application open date

5/16/2024 6:00 AM -08:00

Application close date

5/30/2024 6:00 AM -08:00

Number of hires

1

How will candidates submit applications?

On Handshake

Additional required documents on Handshake

Other, Resume

Instructions for applicants

Resume, Course Schedule (if applicable), and a Cover Letter describing why are you interested in working at this museum, how would you classify your work ethic, and if you have Work Study