



Learning + Experiencing = Connecting

Western Illinois Museum

201 S Lafayette St Macomb, IL 61455 Call 309.837.2750 Text 309.837.2613

2024 Summer Program Assistant Application

The Western Illinois Museum is pleased to offer summer employment to high school students. The part-time paid positions offer professional experience in arts and culture programming in a museum setting.



Please use the form below to submit a paper application by mail to the address above. Or use the online submission form at <http://www.wimuseum.org>. Applications are being accepted from May 1st through May 24th, 2024. The position's start date is June 1, 2024. The Western Illinois Museum is an equal-opportunity employer.

The summer employment program is partially supported by a grant from the Illinois Arts Council Agency.



Job Description

The Programs Assistant supports the Museum Director with museum special arts and culture projects. The work environment is fast-paced and collaborative. We work to ensure our guests and volunteers have a positive educational experience.



Position Responsibilities

The following are potential duties that will be adapted to personal passions and interests.

- Coordinate with the director on the collection of oral histories from community members for the Museum's collection.

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- Assist in the development of podcasts or other ways to share the interviews with Museum guests that align with the Museum’s participatory approach to engaging visitors. This includes transcribing, editing, and crafting a compelling story. Training will be provided.
 - Assist with the promotion of the interviews, podcasts, or other public history projects.
 - Track and report program metrics to the director; collect experience notes from volunteers, partners, and guests
 - Other duties as assigned

Knowledge, skills, and abilities that you can expect to use and learn

- Organizational skills and attention to detail
- Verbal and written communication skills
- Work independently and within a team environment
- Customer service skills and interpersonal skills
- Good problem-solving skills

Salary and Schedule

- The Summer Employment program runs from June 1 through September 15, 2024. Each employee will work with the director to create a schedule for 8 to 12 hours a week during this period. Evening and weekend hours may be required to assist with public programs.
- The salary range is \$14.25 to \$15 per hour and will be based on experience.
- Salary is to be paid twice monthly, with pay periods covering the 1st through the 15th, and the 16th through the end of the month.

Questions or need help applying? Contact the Western Illinois Museum by phone at 309.837.2750, text 309.837.2613, or email at info@wimuseum.org.



Submit an Application for the 2024 Summer Program Assistant

Please use the following form to apply for the Summer Program Assistant Position.

First and Last Name:

Address:

Phone:

Email:

What high school do you attend and what year will you be this fall? Or let us know if you've just graduated!

Who can we talk to that will tell us how awesome you are? Please provide the name and contact information (phone number or email) of a teacher or club leader who can tell us about you.

Tell us why you'd like to work at the Western Illinois Museum. You can include details about your past work or volunteer experiences, things you are learning at school, and even what you'd like to learn while working with us.

Thank you for your interest in working with us at the Western Illinois Museum. We'll be in contact with you soon.