



Port Huron Museum
1115 Sixth Street, Port Huron, MI 48060
(810) 982-0891 ~ Fax (810) 982-0053
www.phmuseum.org

The Mission of the Port Huron Museum is:
The Port Huron Museum preserves and illuminates the stories of Michigan and the Great Lakes, through the lives and experiences of local people.

OPEN STAFF

Deadline for Resumes: April 5, 2019

- TITLE:** **Education Assistant/Relief Site Manager**
- HOURS PER WEEK:** **Part-time, Seasonal Full-time;** 20 hours per week, year round; 40 hours per week seasonally.
(Flexibility required, includes weekends and evenings. May include overnight program staffing.)
- SALARY:** \$12.00/hour
- POSITION BEGINS:** April 15, 2019
- SUPERVISOR:** Education and Tour Manager
- RESPONSIBILITIES:** Plan and facilitate scheduled programs for all ages. Help in scheduling education programs for family, scout, and school audiences at all museum sites. Help book group tours for all sites. Work with supervisor and the Educator Advisory Board Committee to write, update, and execute educational programs that adhere to the current state standards.
- Learn all aspects of site management for our local historical attractions: daily business procedures (open/close, reconciliation, maintenance etc.) and learn the necessary history required to give tours to visitors and special groups; be able to assist at any PHM site or activities as staff relief.
- Effectively communicate ideas and results to management for optimum operation.
- Must be able to lift 50 pounds due to some heavier program equipment.
- Monitor facilities and work with the Museum staff to maintain appropriate security, cleanliness and safety for visitors and collections.
- Maintain the highest degree of ethics and professional standards in all aspects of Museum operations. All Museum employees are expected to help maintain a friendly spirit of cooperation with fellow staff, volunteers, and visitors.
- QUALIFICATIONS:** Experience working with elementary age children in an educational environment required. Candidate must have a background in history or education. Candidate must possess good organizational and communication skills, be proactive and creative, and have ability to work with the public, meet deadlines, and be punctual and dependable. Travel may be necessary for offsite programs and requires transporting program materials; dependable vehicle is required.
- CONTACT:** Resume must be submitted via email to employment@phmuseum.org or mail to address above.
NO PHONE CALLS PLEASE!