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 POSITION

Deadline for Resumes: Open until Filled

TITLE: Children’s Exhibit Gallery Monitor/Maintenance
(Temporary Employment; Position Ends Early September)

HOURS PER WEEK: 20-25 hours per week. Scheduled days may vary. Weekends may be required.
(Flexibility required, includes weekdays, weekends, and possibly evenings.)

SALARY: $12.00/hour

SUPERVISOR: Staff Coordinator, Knowlton Exhibit Manager

RESPONSIBILITIES:
Provide visitor services duties including recording admissions and store sales through a point of sale system.

Provides kind, courteous, and prompt customer service.

Clean exhibit surfaces often and thoroughly.

Monitor and engage with children as they play throughout exhibit for their safety.

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 young children is preferred. Candidates must pass background check. Candidates must possess good organizational and communication skills, be proactive and creative, and have ability to work with the public, be punctual and dependable. Must be able to use Google Mail and Calendar. Some light lifting required.

CONTACT: Résumé and Cover Letter must be submitted via email to employment@phmuseum.org or mail to address above. NO PHONE CALLS PLEASE!