



Three Lakes Historical Society, Inc. and Museum

Affiliate of Wisconsin State Historical Society

P O Box 250 • 1798 Huron Street • Three Lakes WI 54562
715-546-2295 threelakesmuseum.org

MUSEUM ASSISTANT JOB OPENING

The Three Lakes Historical Society and Museum seeks an enthusiastic, motivated individual to serve as our Museum Assistant. The Museum Assistant is a paid, part-time, seasonal position. Compensation rate is \$8-12/hour, based on skills and experience.

Primary responsibilities include opening, closing the museum buildings and running the front desk each day; recruiting, training, supervising and scheduling volunteers to serve as docents (tour guides); greeting visitors and providing relevant information to them; managing gift shop inventory; and assisting with museum programming.

Required hours (276) for 2018 are as follows, though some flexibility may be arranged:

- May 26 through June 16: Saturdays 11am-3pm
- June 12 through September 1: Tuesdays-Saturdays 11am-3pm
- September 8 through October 13: Saturdays 11am-3pm

Qualifications:

- Effective communication skills and an ability to interact with a wide range of people in different situations and settings
- Proficient computer, problem solving, and organizational skills.
- Lively interest in local history, museum studies, and/or volunteer management.
- Current college students and recent retirees are highly encouraged to apply!

Please request more info from, or send cover letter and resume to Katie at:
curator@threelakesmuseum.org.

Our Mission: To inspire an appreciation of the values and heritage of the Three Lakes area