



Development Assistant

Reports to: Museum Director and Outreach Assistant

Hours: 10 hours/week, dependent on student's schedule, however must be available on some nights and weekends

Position Summary:

The Development Assistant will work with museum staff, curators, UWSP Facilities, and community stakeholders to assist in the preparation for the upcoming museum move to the Science Building. They will assist in handling collections, developing recommendations for the storage of specimens, maintaining the museum inventory database, and assist in the development of the Museum and Planetarium's Friends Group.

Position Requirements:

The Development Assistant must be a current sophomore, junior, or senior level UW-Stevens Point student that is in good academic standing. The Development Assistant should have experience working in fast-paced environments and Excel database management. Applicants should possess strong leadership and problem-solving skills, excellent written and oral communication skills, and be detail oriented, enthusiastic, and self-motivated. Knowledge in handling collections and scientific nomenclature are a plus. The ability to take direction, work independently and meet pre-assigned deadlines is necessary.

Job Functions:

Projects will be assigned based on priority and the intern's experience/abilities.

Performance expectations include the following:

- Work closely with museum staff to provide updates regarding the status of the move to key campus and community stakeholders
- Help plan move logistics, including the sequence of operations, identifying necessary supplies, and tracking museum collections and inventory
- Coordinate museum move preparations including planning, organizing, moving collections, and other areas as needed
- Update the museum collections inventory with recommendations for storage, packing, and final move location
- Work with museum and planetarium staff to develop our Friend's Group
- Customer service in the Museum gift shop, including opening and/or closing the store, straightening and restocking merchandise, and dusting shelving and displays in the store
- Learn about the various exhibits by shadowing tours and reading the tour guide document in order to lead tours for groups visiting the Museum
- Effectively communicate with the museum staff regarding the progress of the project
- Develop and maintain positive working relationships with UWSP employees or students involved in the assigned project

Fill out an application online at <https://forms.office.com/r/z6R156Tt8w>. For more information, stop in the Museum's gift shop or email museum@uwsp.edu.

About us:

The UWSP Museum of Natural History is responsible for the professional curation of the university's various scientific collections, including those reserved for research and teaching purposes. The museum strives to serve as an educational resource to the university and the regional public. Each year the museum welcomes around 40 area schools (approximately 1,500 students) for guided tours and presentations. Because admission to the museum is free, funding depends heavily on donations and gift-shop sales. The dedication and commitment of the museum's staff, interns and volunteers are key to the museum's success.