



Education 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

Duration: one semester with the possibility for continuation

Position Summary:

The Education Assistant will be working with museum staff to design, coordinate, and execute educational programs for the public as assigned by the Director and Outreach Assistant. The Education Assistant will also staff the Museum's gift shop when not leading an educational program.

Position Requirements:

The Education Assistant must be a current sophomore, junior, or senior level UW-Stevens Point student in good standing, preferably with experience creating educational programs, in research, or with art and design skills. The events coordinator should possess strong leadership and problem-solving skills, excellent written and oral communication skills, and be detail-oriented, enthusiastic, creative, and self-motivated. Prior experience working with children, creating educational materials, and public speaking is helpful. 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 design/produce educational programs that will effectively represent the museum and the university
- Demonstrate ability to work enthusiastically with a broad clientele (preschool through adult)
- Research and create various types of educational and interpretive programs for the public and for visiting school groups (e.g., pamphlets, activities, flyers, thematic guided tour, etc.)
- Lead monthly educational program geared towards 2–10-year-old children
- 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 questions/concerns and the progress of the project
- Develop and maintain positive working relationships with any 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.