



Learning + Experiencing = Connecting

Western Illinois Museum

201 S Lafayette St Macomb, IL 61455 Call 309.837.2750 Text 309.837.2613

2022 Summer Program Assistant Application

The Western Illinois Museum is pleased to offer summer employment to high school students. The part-time paid positions will offer professional experience in arts and culture programming in a museum setting.



Please use the form below to submit a paper application by mail to the address above. Or use the online submission form at <http://www.wimuseum.org>. Applications are being accepted from May 13th through May 22nd, 2022. The position's start date is June 1, 2022. The summer employment program is partially supported by a grant from the Illinois Arts Council Agency.

Job Description

The Programs Assistant supports the Director with museum special arts and culture projects. The work environment is fast-paced and collaborative. We work to ensure our guests and volunteers have a positive educational experience.

Position Responsibilities

The following are potential duties that will be adapted to personal passions and interests.

- Coordinate with the director on program aspects of educational workshops and community outreach, summer music series, and ongoing Our Front Porch cultural programs.
 - Assist in the development of programs in support of museum exhibits and fundraisers, consistent with the museum's mission
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- Manage volunteer needs for programs including recruitment, training, scheduling, and recognition
 - Assist with the promotion of programs; document programs for promotion and social media as well as the museum's archives
 - Track and report program metrics to the director; collect experience notes from volunteers, partners, and guests
 - Other duties as assigned

Knowledge, skills, and abilities that you can expect to use and learn

- Organizational skills and attention to detail
- Verbal and written communication skills
- Work independently and within a team environment
- Customer service skills and interpersonal skills
- Good problem-solving skills
- Position may include physical duties associated with working events such as climbing ladders and the ability to lift up to 25 pounds

Salary and Schedule

- The Summer Employment program runs from June 1 through September 15, 2022. Each employee will work with the director to create a schedule for up to 160 hours during this period.
- The salary is \$14.25 per hour.
- Salary is to be paid twice monthly, with pay periods covering the 1st through the 15th, and the 16th through the end of the month.

Questions or need help submitting an application? Contact the Western Illinois Museum by phone at 309.837.2750, text 309.837.2613, or email at info@wimuseum.org.

Submit an Application for the 2022 Summer Program Assistant

Please use the following form to submit an application for the Summer Program Assistant Position.

First and Last Name:

Address:

Phone:

Email:

What high school do you attend and what year will you be this fall? Or let us know if you've just graduated!

Who can we talk to that will tell us how awesome you are? Please provide the name and number or email of a teacher or club leader that can tell us about you.

Tells us why you'd like to work at the Western Illinois Museum? You can include details about your past work or volunteer experiences, things you are learning at school, and even what you'd like to learn while working with us.

Thank you for your interest in working with us at the Western Illinois Museum. We'll be in contact with you soon.