

# Student Worker – Alabama Department of Archives and History

## Education Section - Museum Tour Assistant Job Description

Student worker position working within the Education Section, conducting museum tours and assisting with public programs/tour coordination.

### Pay Range:

\$8.50 per hour for an undergraduate student (Education and/or History major preferred)

\$10.00 per hour for a graduate student

### Daily Responsibilities:

- Conduct school tours (K-12<sup>th</sup>) multiple times per day:
  - Arrive 15 minutes early for each tour to greet and welcome groups.
  - Manage tour groups in a positive manner in all types of situations.
  - Provide accurate historical information when conducting tours. Training materials about Alabama history and museum exhibits will be provided for study/reference.
- Assist Hands-on Gallery visitors.
- Clean and tidy Hands-on Gallery and Grandma's Attic by disinfecting surfaces and organizing artifacts/clothes.
- Clean classroom by organizing/disinfecting tables and vacuuming floors.

### Other responsibilities as necessary:

- Manage unscheduled groups in Museum and Hands-on Gallery.
- Sign in groups using tablets to collect statistics for quarterly reports.
- Operate Hands-on Gallery desk or Museum Reception desk, assisting visitors and responding to requests and/or questions.
- Answer Public Services office phones and respond to questions.
- Print and fold Building Guides.
- Copy activity sheets and other education materials.
- Assemble workshop and education packets.
- Make and serve coffee and food during special events such as teacher workshops.
- Register guests for events and workshops.
- Interact with children in all types of environments, engaging in activities such as playing old-fashioned games, both inside and outside.

### Requirements:

- must be able to conduct 4 tours per work day (standing and climbing stairs)
- must be comfortable interacting with the public – **Primarily children**
- ability to work independently and to manage unexpected situations
- ability to lift or carry objects weighing between 25-50 pounds.
- familiarity with Microsoft Office programs: Word, Excel, etc.
- above average writing & editing skills
- interest in and familiarity with U.S. and Alabama history
- maintain appropriate business casual attire. All clothing should be clean, neat and professional.

### Hours:

- Flexible depending upon your class schedule, and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- must be available to work occasional Saturdays 8:30-4:30

Submit completed ADAH Student application form to Sarah McQueen at [sarah.mcqueen@archives.alabama.gov](mailto:sarah.mcqueen@archives.alabama.gov) or call Sara Kanau 334-353-4712 for more information.



*STUDENT WORKER POSITION*

*AVAILABLE 2016-2017 SCHOOL YEAR*