

# Internship Posting –

## Program & Visitor Experience Assistant

The Slate Valley Museum (SVM) in Granville, New York seeks a full-time, seasonal intern to serve as its Program & Visitor Experience Assistant.

**Brief Organization Description:** The museum opened in 1995 in the middle of the Slate Valley, the geological area located along the New York/Vermont border where some of the hardest and most colorful slate in the world has been quarried for more than 175 years. The museum explores the geology of slate, the technology of the quarrying and milling processes, craftsmanship and skill as demonstrated in working slate (both functional and aesthetic), and the history and legacy of immigrant groups who have come to work in the industry.

**About the Position:** This paid position provides an opportunity to experience many aspects of museum work while interacting with the public directly.

Primary duties will include:

- Greeting visitors and facilitating their museum visits
- Conducting basic historical research to answer research inquiries using the museum's collection database and other print and digital sources
- Assisting other staff members with implementing programs, workshops, and events
- Leading guided museum tours for school, youth, and adult groups
- Providing technical assistance for live-streamed and recorded offerings
- Basic clerical assistance, as needed

To build on these activities, the internship will also include completing a "real-life" project to be determined by the intern's career interests and the museum's priorities. Examples of project priorities for this year might include: development of new museum audio tours (both youth and adult formats), development of content-related videos for virtual, program, and promotional use, creation of promotional materials (print and/or digital), or other projects as discussed with the museum director.

**Duration and Compensation:** The pay for this position is \$15.00 per hour for 37.5 hours per week. The workweek will run from Tuesday through Saturday with some flexibility. The museum is hoping to fill the position in late April with work to begin in mid-May, though start dates are flexible. Full-time employment can run through Labor Day, if desired. The duration of the work term is somewhat flexible.

**Preferred Qualifications:**

- Enrolled in or recently completed a degree in a relevant field of study (museum studies, history, geology, anthropology, education, or related field)
- Strong communication skills and comfort engaging in discourse with the public
- Previous work in customer service at any level, including at museums, historic sites, or in any other relevant setting
- Experience giving tours or providing educational programming/experiences is a plus
- Ability to take direction, work independently, and multi-task
- Proficiency in technology, including basic office programs and social media platforms
- Ability to perform physical tasks that required moderate physical exertion, including standing for extended periods of time, walking on varied surfaces, working indoors and outdoors, and the ability to lift and move 50 lbs.
- Flexible schedule, including the ability to work some evenings and occasionally shift workdays
- Valid Driver's License required, as off-site work might be required on occasional days

**To apply, email by APRIL 18, 2022 deadline:** a cover letter describing how your skills and experience make you the best fit for this position; resume; and contact information for three professional references to Executive Director Sarah Kijowski at [executivedirector@slatevalleymuseum.org](mailto:executivedirector@slatevalleymuseum.org).