



zeum

POSITION ANNOUNCEMENT

Position Title: Visitor Services Intern
Reports To: Visitor Services Manager
Status: Unpaid Intern
Commitment: Minimum of 8 hours per week, minimum of 3 months
Compensation: Unpaid/college credit when applicable

Organizational Description:

Zeum is a non-profit multimedia arts and technology museum with a mission to foster creativity and innovation in young people of all backgrounds, communities and learning styles. By providing hands-on experiences in four core creative processes (animation, sound and video production, live performance and visual arts), we encourage youth to share their stories, build their voices, and use multimedia tools for creative self-expression.

Position Description:

Visitor Services Interns work with the general public and various other staff members, gaining insight into the operations of a busy children's museum.

Responsibilities:

- Greeting Visitors
- Data Entry
- General office work (mailing, filing, etc.)
- Light maintenance of public areas (e.g. keeping brochures and signs neat)
- Special and creative projects (e.g. Designing brochures, signs or maps)
- Other related duties as assigned.

Minimum Qualifications:

- Current enrollment in a bachelor's or master's program in communications, hospitality, art administration or business administration.
- Excellent organization and communication skills
- Students interested in museum studies, art administration, customer service, the hospitality or tourism industries, or other customer service-oriented works are encouraged to apply.
- Strong computer skills on both Macs and PCs, working knowledge of media arts applications (such as Adobe Creative Suite) preferred.
- Finalist(s) for the position must undergo a thorough background check, including fingerprinting for criminal history.

Application Process – PLEASE READ CLOSELY:

Send cover letter and resume by email to intern@zeum.org with a subject line beginning with this exact phrase: VISITOR SERVICES INTERN and include your NAME in your email header. Please tailor your cover letter to the position qualifications and paste it into the body of your email. You may attach your resume to your email in either .pdf or .doc format.