



International Museum of Surgical Science

A Division of the International College of Surgeons

Illinois Arts Council Agency Summer Youth Employment in the Arts Program 2023 Summer Youth Employees

The International Museum of Surgical Science seeks two part-time, temporary, paid Summer Youth Employees.

Deadline to apply: May 15, 2022

Rate: \$15.40/hr

Schedule: Tuesdays & Thursdays, 10:00 AM - 4:30 PM

Period: June 13, 2023 - August 17, 2023

The Illinois Arts Council Agency (IACA) Summer Youth Employment in the Arts (SYEA) program provides funds to Illinois not-for-profit arts organizations to support summer employment opportunities for high school students.

Working directly with the International Museum of Surgical Science staff, the Summer Youth Employees will have the chance to apprentice in the various duties involved in administering a contemporary art program. The position will encapsulate both administrative and creative skills and is designed to lend insights into curatorial projects at all stages. The Summer Youth Employees will also have opportunities to conduct research, collaborate with Education staff, and gain customer service skills and office experience.

Duties & Responsibilities

The Summer Youth Employee will assist with the following:

- Coordinating project schedules
- Assisting with a “call to artists”
- Communicating with artists
- Generating creative ideas for gallery design
- Producing digital marketing materials
- Exhibition installation and de-installation
- Conducting visitor surveys and gathering data
- Producing educational material for social media

- Assisting with outreach and mailings
- Conducting research to aid in the development of gallery object labels
- Developing and facilitating tours for public audiences
- Gallery planning for temporary exhibits
- Sharing their experiences and research by writing posts for the Museum Blog
- Performing other duties as necessary

Qualifications:

- The ideal candidate possesses a strong work ethic, dependability, self-motivation, educational engagement, team cooperation, artistic excellence, and enthusiasm.
- Motivated, organized and detail-oriented
- Able to work as a team member and independently
- Excellent communication, research, and writing skills
- Able to multitask in a dynamic environment
- Interest in museums is a plus
- Passion for arts and culture

Eligibility

This position is open to high school students eligible to work in the state of Illinois. Recent high school graduates that have not yet entered college can be considered. Work permits or employment certificates must be obtained from your local school for all minors 14 and 15 years of age before beginning work.

Requirements

Applicants must be willing to commit at least 13 hours per week during the position period.

The International Museum of Surgical Science does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Benefits

ASTC membership provides reduced or free admission to more than 200 museums worldwide for one year; free participation in Museum events and programs; discounts in the Museum Store; and opportunities to work closely with staff and interns in every department of the Museum.

To Apply

Required Internship Application Materials:

- A Cover Letter that must address the following three prompts:
 - What is your interest in this position?

- What in particular interests you about the International Museum of Surgical Science's exhibitions and collections?
- In what ways do you hope to benefit from being a Summer Youth Employee?
- Resume
- Two References or Letters of Recommendation
 - For each reference, please include (1) Name, (2) Relationship to Applicant, (3) Years Acquainted, and (4) E-mail Address & Telephone Number.

Please send application materials as attachments to info@imss.org with the subject line: **Summer Youth Employee Application.**

This program is partially supported by a grant from the Illinois Arts Council Agency.

