



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

Deadline to apply: June 16, 2024

Rate: \$16/hr

Schedule: Wednesdays & Fridays, 10:00 AM - 4:30 PM

Period: June 21, 2024 - August 23, 2024

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 Collections, Programs, and Events staff, and gain customer service skills and office experience.

Duties & Responsibilities

The Summer Youth Employee will assist with the following:

- Helping with the installation and de-installation of exhibitions.
- Producing digital marketing materials.
- Assisting with outreach efforts and mailings.
- Developing and facilitating tours for public audiences.
- Conducting visitor surveys and gathering data.
- Generating creative ideas for gallery design.
- Producing educational material for social media.
- Sharing experiences and research by writing posts for the Museum Blog.
- Communicating with artists.
- Conducting research to aid in the development of gallery object labels.
- 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 who 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 yi-ting@imss.org with the subject line: **Summer Youth Employee Application.**