



## International Museum of Surgical Science

A Division of the International College of Surgeons

### **Illinois Arts Council Agency Summer Youth Employment in the Arts Program 2020 Summer Youth Employee**

The International Museum of Surgical Science is looking for two part-time paid Summer Youth Employees to work from May 15 - August 21, 2020.

**Deadline to apply: April 3, 2020**

**\$14/hr, 15 hours (2 days) per week, 14 weeks [depending on schedule]**

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 International Museum of Surgical Science staff, the Summer Youth Employee will have the chance to apprentice the various duties involved in curating a contemporary arts 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:

- Coordinating project schedules
- Communicating with artists
- Generating creative ideas for gallery design
- Producing digital marketing materials
- Exhibition installation and deinstallation
- Staffing exhibition programming such as opening receptions and artist talks
- 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

- Learning and giving 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 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 15 hours per week during the position period. 210 total hours are required.

*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, which 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 3 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
- 3 References
  - 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 Assistant Manager of Education and Programming Catherine White at [Catherine@imss.org](mailto:Catherine@imss.org) with the subject line: **Summer Youth Employee Application**.

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