

Museum Discovery Center Student Employee Job Duties

The “Museum Discovery Center” staff are the face of the museum. We hope that UWSP students will be able to interact with visitors in this casual environment to provide an enjoyable experience at the museum. In addition to the gift shop area, the “Museum Discovery Center” includes a small activity room where people can engage in hands-on activities arranged by staff, students, or interns. This might include items such as a book nook, microscope, touch tables, or art station.

Approximately 8-10 hours per week

Duties

- Greet visitors.
- Provide Information about the museum and explain museum opening plan.
- Interpret live animal exhibits for the public.
- Answer questions and general knowledge about the campus/university programs
- Sell merchandise using Point of Sale system and established protocol.
- Suggest social media posts to the museum admin assistant to promote items for sale in the store.
- Maintain tidy inventory and suggest new ideas for display of current items.
- Suggest improvements for new popular merchandise for university students or other populations, like children, families, staff, and alumni
- Create opportunities for engagement with science and natural artifacts through stations in the “discovery room.”
- Explain to visitors how to make a donation through our donation box, envelopes or our development director contact information. Why should visitors support the museum?
 - The museum is free for everyone, and relies on donations to support its mission
 - The museum provides unique experiences for university students in museum studies, retail management, customer service, and interpretation.
 - Brings new and interesting programming and exhibits to the community.
- Deliver programming for school groups on field trips, including formal classes and informal tours of the museum and conservatory

Protocol:

You must be on time. If for some reason you cannot be at the museum at your designated time, you must call, or message the outreach specialist or admin assistant so that someone can be in the Museum Discovery Center.

An outgoing and friendly demeanor is expected at all times. You may do some classwork at the gift shop desk when there are no visitors, but you may not be scrolling on your phone. Greet each customer or group leader.