

Name of Organization:

America's Black Holocaust Museum

Position Title:

ABHM Griot/Education Dept. Intern

Hourly Wage: \$15.00 per hour

Average Hours Per Week: 10

Length of internship in months: 12

Desired Work Schedule:

*(list ideal work days and times of the week for this position)*

Work schedule is flexible and will depend on when tours are scheduled, but will fall within museum's regular hours of operation (Tuesday through Friday, 10 AM to 5 PM, and Saturday and Sunday 12 to 5 PM)

This position will mostly be on site and in person at the museum, although remote work is possible for research/study portion

Address:

401 W North Ave, Milwaukee, WI 53212

Supervisor Name: Mia Phifer

Supervisor Phone Number: 515-619-3591

Supervisor Email: mphifer@abhmuseum.org

## Essential Duties and Responsibilities:

- Undergo ABHM's Griot training program, including attending monthly sessions, studying required readings, shadowing group tours, and leading assigned tours
- Gain deep familiarity with readings, exhibits, Dr. Cameron's story, and the museum's history
- Study and help improve ABHM's Griot curriculum
- Meet all benchmarks and expectations as set out by internship supervisors, including shadowing, practicing, and leading the required number of tours
- Participate in any professional development activities offered by the museum or by internship supervisors
- Support planning and execution of any number of ABHM's educational programs
- Other duties as assigned that align with career aspirations and education

## Required Qualifications:

Knowledge, Skills, and Abilities *(check all that apply)*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Verbal Communication            | <input checked="" type="checkbox"/> Presentation and Public Speaking Skills |
| <input type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input type="checkbox"/> Problem Solving                                    |
| <input type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign)   | <input checked="" type="checkbox"/> Flexibility/Adaptability/Creativity     |
| <input checked="" type="checkbox"/> Detail Orientation              | <input type="checkbox"/> Organizational Skills                              |
| <input checked="" type="checkbox"/> Initiative                      | <input checked="" type="checkbox"/> Customer Service Skills                 |
| <input type="checkbox"/> Written Communication                      | <input type="checkbox"/> Multi-tasking                                      |
| <input checked="" type="checkbox"/> Ability to Work Independently   |   |
| <input checked="" type="checkbox"/> Ability to Work in a Team       |   |

Provide other required qualifications or information on this position:

The intern will work on behalf of ABHM for as a Griot (docent/tour guide). Specifically, the intern will work closely with the education department to develop the museum's Griot program and serve as a guide through the museum's physical space. In return, the intern will learn in depth about the organization's history and evolution and will be given several opportunities for professional development to assist with their future career.

**Skills/Experiences Gained from this Position:**

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

*Critical Critical and Creative Thinking Skills*

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

*Effective Communication Skills*

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

*Intercultural Knowledge and Competence*

- Student employee will be able to articulate insights into their own cultural rules and biases.

*Individual, Social, and Environmental Responsibility*

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

The intern will learn in depth about ABHM's history and evolution and will be given several opportunities for professional development to assist with their future career. They will develop skills in public speaking and engagement, historical research and writing, and strategies for learning and teaching in non-traditional environments like museums.