

Collier Museum at Government Center
3331 Tamiami Trail East
Naples, Florida 34112
www.colliermuseums.com



Job Announcement: Museum Assistant

Assist the Museum Manager in the operations, maintenance and security of the Museum. Maintains museum facilities and exhibits; contacts repair persons or specialized Museum staff for assistance as needed. Provides clerical support; compiles information and prepares reports on museum operations, activities, and visitation. Greets visitors; conducts tours of the museum for adult groups and school field trips; speaks to groups. Develops presentations and activities; assists with implementing museum programs. Base Hourly Rate: \$18.

At the Collier Museum at Government Center location, the Museum Assistant also puts together our monthly Family Days, which are themed programs with activities, games, crafts, etc for children and their families, generally aged 12 and under. There are also opportunities to do lectures or workshops on specific topics (ex. "Exploring Florida Pottery Workshop"), along with helping with our changing exhibitions. This position works Tuesday-Saturday and is staffed through a temporary employment service (KeyStaff).

Interested applicants should email their resume to stephanie.long@colliercountyfl.gov.