



## Public Education Fellowship

### Responsibilities:

- Works with the Chief Curator to engage K-12<sup>th</sup> grade stakeholders during the planning stages of a new core exhibition titled *You Are Here*.
- Develops STEM-based educational activities and curriculum supporting *You Are Here*.
- Researches historic themes, topics, and points of interest using primary and secondary sources to enhance educational programming.
- Participates in promotional activities in support of the History Museum.
- Leads public education activities including school visits and adult walking tours.

### Other:

- Works rotating weekend shifts and off-business hours as necessary.
- Delivers excellent customer service.
- Performs other duties as assigned.

### Qualifications:

- Recent college graduates or young professionals with less than two years relevant work experience.
- Master's degree in history, art history, public history, museum studies, education, or related field.
- Demonstrated written and communication skills.
- Knowledge of American history.
- Familiarity with computer databases.
- Careful attention to detail.
- Ability to commit 40 hours per week during a one-year fellowship with the potential of a second year.

### Compensation:

- \$32,000 - \$38,000 annually throughout the fellowship.



## **Public Education Fellowship Application Directions**

### **How to apply:**

1. Complete Application Form
2. Prepare a single document (MS Word or PDF) containing: a cover letter (addressed to Dustin Mack, Chief Curator), a current resume or vita, and at least three references.

\*Only MS Word or PDF documents will be accepted and must not be cloud/drive versions to be downloaded.

3. Email the Application Form and the single cover letter/resume document (as an attachment) to [dustin@myhistorymuseum.org](mailto:dustin@myhistorymuseum.org). Include your name and the job title in the subject line of the email.

### **Important Information**

Properly formatted applications will be acknowledged via email within five business days of receipt. After which you will receive either an interview invitation or notification that you are no longer a candidate for the position.

Applicants chosen for an interview will be asked to provide a letter of recommendation (in either MS Word or PDF format) from either an academic instructor or advisor or a current/recent employer. The recommendation should be e-mailed directly to [dustin@myhistorymuseum.org](mailto:dustin@myhistorymuseum.org). Recommendations must include the applicant's full name in the subject heading of the e-mail.

Applications will be reviewed on a rolling basis with interviews scheduled in March-April. The successful candidate will have an anticipated start date in June 2019.



# HISTORY MUSEUM AT THE CASTLE

## Employment Application

Outagamie County Historical Society, Inc.  
330 E. College Avenue  
Appleton, WI 54911

Contact Sheila Ploeckelman at  
phone: 920 735-9370 ext. 104 or  
email: sheila@myhistorymuseum.org

### ***Personal Information***

Name: \_\_\_\_\_

Last

First

Middle Initial

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ zip: \_\_\_\_\_

Birth-date: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Month / Day / Year

### ***Employment Desired***

Position \_\_\_\_\_

Full Time

Part Time

Date you can Start \_\_\_\_\_

Desired Salary \_\_\_\_\_

### ***Education History***

High School: \_\_\_\_\_

Years attended: \_\_\_\_\_ Did you Graduate?  yes  no

Subjects Studied: \_\_\_\_\_

College: \_\_\_\_\_

Years attended: \_\_\_\_\_ Did you Graduate?  yes  no

Subjects Studied: \_\_\_\_\_

Trade, Business, or

Correspondence School: \_\_\_\_\_

Years attended: \_\_\_\_\_ Did you Graduate?  yes  no

Subjects Studied: \_\_\_\_\_

## Employment History

Name of Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ zip: \_\_\_\_\_

Employment Date: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  Full Time  Part Time Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ zip: \_\_\_\_\_

Employment Date: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  Full Time  Part Time Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ zip: \_\_\_\_\_

Employment Date: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  Full Time  Part Time Salary \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Skills & Experience

Special training, skills, hobbies \_\_\_\_\_

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Groups, Clubs, organizational memberships \_\_\_\_\_

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What experiences have you had that prepare you to work in the position you are applying?

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Have you ever been convicted of a crime?  No  Yes (If yes, please explain the nature of the crime and the date of the conviction and disposition.) Conviction of a crime is not an automatic disqualification for employment.

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Do you have a driver's license?  No  Yes

## General Information

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How did you hear about Outagamie County Historical Society Employment opportunities?

Brochure? Internet? Friend or relative? Other? \_\_\_\_\_

## References

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of Relationship \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone (Primary): (\_\_\_\_) \_\_\_\_\_ Phone (Secondary): (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of Relationship \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone (Primary): (\_\_\_\_) \_\_\_\_\_ Phone (Secondary): (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Length of Relationship \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone (Primary): (\_\_\_\_) \_\_\_\_\_ Phone (Secondary): (\_\_\_\_) \_\_\_\_\_

**Please read the following carefully before signing this application:**

I understand that this is an application for and not a commitment or promise of employment. I certify that I have and will provide information throughout the selection process, including on this application for employment and in interviews with Outagamie County Historical Society, Inc that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for employment

I understand that information contained on my application will be verified by Outagamie County Historical Society, Inc. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for employment with Outagamie County Historical Society, Inc or my termination as an employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_