



**Visitor Services Associate**  
**Summer Position**  
Closes: Open until filled.

Position: Visitor Services Associate  
Hours: Variable – Approximately 14-40 hours per month  
Reports to: Business Manager  
Pay: \$10.00 hourly  
Start Date: June 2024

**About the History Museum**

The museum is located inside a building on the National Register of Historic Places in downtown Appleton. Approximately 25,000 visitors each year come from throughout the United States and beyond to experience the museum's award-winning exhibitions and programs.

**About the Position**

The History Museum at the Castle seeks applicants for a Visitor Services Associate position.

About the position

- Face-to-face and phone customer service
- Clerical work
- Sales in a museum gift shop setting

The chosen applicant will be someone who believes an exceptional museum experience begins with first impressions and who will strive to create a warm, friendly, and helpful atmosphere. Qualifications include retail or clerical experience, ability to implement training, ability to work with minimal supervision, and a commitment to a team approach.

**How to Apply**

Applicants must complete an application form and answer three questions about their work experiences specific to the job requirements. An application can be found by visiting [www.myhistorymuseum.org/careers.html](http://www.myhistorymuseum.org/careers.html). The position will remain open until it is filled.

Submit the application by email to [michelle@myhistorymuseum.org](mailto:michelle@myhistorymuseum.org), dropping it off at the front desk, or by mail:

History Museum at the Castle  
Attn: Michelle Lokken  
330 E. College Ave.  
Appleton, WI 54911

**Questions**

Please contact Michelle Lokken – Business Manager at [michelle@myhistorymuseum.org](mailto:michelle@myhistorymuseum.org).