

# Alabama Department of Archives and History

## Student Worker Job Description – Education

Reviewed/Updated: November 28, 2022

Student worker position in the Education section. Working with education staff, the student will conduct museum tours, assist in the Hands-On Gallery, and participate in public programs for K-12 students and teachers. Students in education, history, anthropology, museum studies, and theater are especially encouraged to apply.

### Pay Range:

\$11.00 per hour for undergraduate students

\$14.00 per hour for graduate students

### Responsibilities:

- Conduct K-12 school tours of the Museum of Alabama, primarily for 4th grade classes, multiple times per weekday:
  - Arrive 15 minutes early for each tour to greet and welcome groups.
  - Manage tour groups in a positive manner in all types of situations.
  - Provide accurate historical information when conducting tours. Training materials about Alabama history and museum exhibits will be provided for study/reference.
- Monitor the Hands-On Gallery (Children's Gallery):
  - Welcome and orient Hands-On Gallery visitors to the room.
  - Clean and tidy Hands-On Gallery.
  - Keep educational materials stocked (photocopy activity sheets, etc).
- Assist with other educational programming:
  - Perform duties as assigned for activities such as teacher workshops and library programs.

### Requirements:

- Able to conduct up to four tours per workday (standing and climbing stairs).
- Available to work occasional Saturdays.
- Comfortable interacting with the public, primarily students.
- Able to work independently and to manage unexpected situations.
- Able to lift and carry objects weighing 25-50 pounds.
- Familiarity with Microsoft Word and Excel.
- Interest in and familiarity with U.S. history.
- Appropriate business casual attire or provided ADAH polo shirt and khaki pants or blue jeans. All clothing should be clean, neat, and professional.

### Hours:

- Flexible hours depending on class schedule and needs of department up to 24 hours per week.
- Availability Monday to Saturday between hours of 8:30 a.m. and 4:30 p.m.

Submit completed ADAH Student Application Form to [kelly.hallberg@archives.alabama.gov](mailto:kelly.hallberg@archives.alabama.gov) or call Kelly Hallberg at 334.353.3288 for more information.