



zeum

Position: Level 1 ZeumMaster
Schedule: Saturday and/or Sunday 10:00 am to 5:30 pm during school year
Part-time Tuesday-Thursday or Friday-Sunday 10:00 am to 5:30 pm during summer
Reports to: Youth Program Manager and Youth Program Coordinator

Program Description: The ZeumMaster program is a paid youth development internship that combines an integral job experience with a rich mentoring environment. This program supports personal and professional growth as well as opportunities to develop skills in art, media and technology. ZeumMasters serve as visitor guides who facilitate the Zeum experience by assisting in activities such as creating clay animation movies, music videos, and digital art. Throughout the internship, ZeumMasters build their visitor service and facilitation skills while gaining insider exposure to arts and media industries. In addition, participants develop their communication and leadership skills by working with visitors of all ages and backgrounds.

Typical Responsibilities:

- Prepare each space including turning on equipment and restocking supplies.
- Greet and work with families in a friendly, knowledgeable and helpful way.
 - Basics of greeting include:
 - Find out if the visitor has been in the space before
 - Describe the space - what it is and what happens in it
 - Let the visitor know what they need to do to get started and what they'll be able to do at each step of the process within the space
 - Introduce yourself and let visitors know you are available for further questions and assistance
- Be available for all visitor questions. Periodically ask visitors about what they are working on.
- Be prepared to find answers to questions about which you're unsure.
- Run equipment in each space and export and/or burn DVDs in each space
- Attend and participate in all scheduled meetings, arriving on time.
- Develop ability to focus and give attention/energy. (both in meetings and on floor).
- Develop familiarity with Zeum's mission, programs, exhibits, events and all other visitor related information.
- Be willing to perform and create in all of Zeum's spaces.
- Adhere to schedule and communicate with team members if any contingencies arise (honor your commitments).
- Attend and participate in all trainings, special events and workshops:
 - Ask thoughtful questions
 - Contribute perspectives
 - Be reflective
 - Be attentive

Minimum Qualifications:

- Ages 14-17 may apply (entering your sophomore year or junior year in Fall 2010)
- Must maintain a 2.4 GPA in high school or other accredited program

- Must be able to obtain a valid work permit
- Must be able to work either Tuesday-Thursday or Friday-Sunday from 10-5:30pm during the summer season and Saturday or Sunday from 10-5:30pm during the school year
- Demonstrates enthusiasm and positive attitude towards visitors and colleagues
- Expressed interest in working with children and the public as well as arts and/or technology
- Must live within the San Francisco Bay Area

To Apply: Send resume, cover letter, letter of recommendation from a high school teacher or guidance counselor, samples of your art work (recommended) and 3 references to:

Zeum: San Francisco's Children's Museum
Attn.: Aimee Espiritu, Youth Program Manager
221 Fourth Street, San Francisco, CA 94103
Fax to: 415.777.2851, or email aespiritu@zeum.org. No phone calls please.

If you would like your art work returned to you please provide an envelope with the appropriate postage. We will mail all items back once your application has been reviewed.

ZEUM is an equal opportunity employer committed to diversity at all levels.