

Updated February 2008

**Position:** ZeumMaster  
**Schedule:** Saturday and/or Sunday 10:00 a.m. to 5:30 p.m. during school year  
Part-time Tuesday to Sunday 10:00 a.m. to 5:30 p.m. during summer  
**Reports to:** Floor Manager/Program Asst.  
**Compensation:** \$9.36/hr. (non-exempt)

**Organization:** Zeum is a not-for profit, community-based art and technology museum serving children, youth and families in the San Francisco Bay Area and beyond. Zeum is the only museum in the Bay Area where individuals of all ages, backgrounds, communities and learning styles combine hands-on use of animation, digital technology, electronic media, traditional and non-traditional materials, and the power of their imaginations to create high quality stories, movies, music, art and more. Ideally located in the heart of downtown's South of Market district, Zeum is housed in a unique 34,000 square foot facility and theater on the rooftop of San Francisco's Yerba Buena Gardens.

**Position Description:** 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 leadership skills while gaining exposure to careers in the arts, media, and technology. In addition, participants develop their communication and leadership skills by working with visitors of all ages and backgrounds.

**Responsibilities:**

- Work with Visitor Services and Exhibit teams to ensure the best possible experience for all visitors.
- Learn how to run various hi-tech and low-tech exhibits and facilitate the experience of children and adults in these exhibits.
- Attend trainings and special events, including the ZeumMaster Speaker Series. Participate in the programs projects and workshops.
- Attend morning meetings.
- Keep current about Zeum's educational programs, membership programs, special events, and other visitor related information.
- Responsible for complete familiarity with Zeum's mission, programs, exhibits, events and all other visitor related information.

**Qualifications:** Outgoing, creative teens ages 14 – 15 with experience, or a strong interest, in art, technology, and/or education. Youth artists interested in learning new technology are encouraged to apply. A strong background working with, mentoring, or babysitting children is desired. Interest in child education a plus. Must be available on most school holidays, Saturdays and Sundays, 10:30 a.m. – 5:30 p.m., plus additional mornings for training sessions, as required. Must be punctual, adhere to regularly scheduled hours, and maintain excellent attendance record. Must be able to work in a fast-paced, team-oriented environment.

**Essential Functions:** ZeumMasters must: stand and/or sit for long periods of time during each shift; use a computer (PC or MAC); read, write, and communicate verbally.

**To Apply:** Send resume, cover letter, and references to:  
Zeum, attn.: ZeumMaster Program Manager  
221 Fourth Street, San Francisco, CA 94103  
Fax to: 415.777.2851, or email [jobs@zeum.org](mailto:jobs@zeum.org). No phone calls please.

*Zeum is an Equal Opportunity Employer*