Job Title: Support Staff

Feel the heat from the blacksmith’s forge! Take your turn at a spinning wheel! Take part in an 1872 school lesson! Our Manitowoc County Historical Society is an award winning, 60 acre open air museum that brings to life to stories of the past. With over 25 historic structures, history is able to be shared through interactive and hands on activities and demonstrations for all ages.

Our museum serves over 12,000 guests during the summer season (May 15 - October 24) and is known for its innovative and engaging educational programs including field trips, summer camps, a literacy based preschool program, workshops, public and family programs, and community engagement. Our mission’s focus is to preserve the share the stories of our past in Manitowoc County. Everything we do comes home to our mission to “collects, interprets, preserves, and promotes the history and heritage of Manitowoc County, Wisconsin, in order to educate the public and heighten its understanding and appreciation of the past as it proceeds into the future.” Our vision is to “inspires curiosity and fosters lifelong learning about Manitowoc County’s past by providing engaging, individualized and unique experiences.”

For additional information, we encourage you to visit ManitowocCountyHistory.org.

Our Manitowoc County Historical Society is seeking a team-oriented, organized, energetic, and enthusiastic Support Staff who enjoys working with a wide variety of folks and is well-suited to working independently. Our Support Staff assist in opening and closing the museum, running daily operations at our front desk, and managing our point of sale and admissions during their shift.

Additional Information
● Manager: Executive Director
● FLSA Salary Classification: Part-time
● Wage: Starting wage is $7.25 per hour, flexible hours
● Availability: May through October

Duties and Responsibilities:
● Conduct McAllister House Welcome Center front desk operations, such as welcoming visitors, assisting with questions, admissions and Museum Store retail.
● Supervise and support volunteers as assigned.
● Complete other assigned operational tasks before and after daily activity such as: clean up and room preparation.
● Respond to inquiries by telephone and in person concerning a broad

How to Apply: Send resume, cover letter, and references to info@ManitowocCountyHistory.org. In your cover letter, please state why you are attracted to this position and how your strengths are aligned with the description and responsibilities of the Support Staff position and the mission and goals of the Manitowoc County Historical Society.
The Manitowoc County Historical Society is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.