



P.O. BOX 1131 ● 104 EAST CONSTITUTION AVENUE ● SARATOGA, WYOMING 82331 ● (307)326-5511

Job Application for Part-Time, Seasonal Museum Assistant

Name (F, M, L)		
Physical Address		Mailing Address
City ZIP	State	Email
Home Phone	Cell Phone	Date of Birth

List Work experience, Volunteer Experience, and/or Experience that pertains to the Job

Company/Organization	Job Title / or Experience
Address	Dates Employed/Volunteered
City ZIP	State
Phone	Name of Supervisor
Company/Organization	Job Title / or Experience
Address	Dates Employed/Volunteered
City ZIP	State
Phone	Name of Supervisor
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ADDITIONAL INFORMATION/SKILLS

Do you have experience working with computers? What programs are familiar with?
What talent or skill can you bring to the Saratoga Museum?
What part of this job description sounds the most interesting to you?



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REFERENCES

Name	Phone
Address	Email
City ZIP	State Relationship
Name	Phone
Address	Email
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JOB DESCRIPTION

The Saratoga Museum, under the Saratoga Historical and Cultural Association, is looking for summer part time employees! Successful candidates will be responsible young adults and will help oversee the museum grounds, exhibits, provide customer service to visitors, issue entrée tickets, and much more. The Saratoga Museum is a fun atmosphere that encourages a positive attitude about our Valley's history, the museum, visitors, and Carbon County in general.

The candidate will learn the history of the area and will be able to answer, or find the answers, to questions concerning the history of Saratoga and the museum. Other responsibilities include assisting in administrative duties although this job description is not meant to be exhaustive of all responsibilities. The candidate is expected to help with summer events including the Summer Craft Mart, and to work on the weekends.

The candidate will be courteous to visitors and to peers, and dress business casual. A Museum T-Shirt will be provided as a casual work uniform. Candidate will be scheduled to work during the week, some weekends and holidays between Memorial Day (opening day) and Mid September (closing). Work schedules will be flexible with summer camps, 4-H, vacation days, etc. but candidates should consider their summer schedule in its entirety before applying.

If interested, please complete an application and return to the Saratoga Museum or scan and email it to saratogamuseum@gmail.com, or mail to PO Box 1131 in Saratoga, Wy 82331. **Please submit the application on or before April 18, 2018 by 3pm.**

Qualified candidates will be contacted for an interview in late April / early May 2018.

The SHCA is an Equal Opportunity Employer.

Questions?

Contact the Museum Director at 307.326. 5511, or at saratogamuseum@gmail.com, or via our facebook page.