Work Study
Summer ‘24 Job Descriptions

Development Assistant
The purpose of this role is to support the Director of Development. This position will identify and implement membership campaigns for UMKC students, faculty, and staff. Process donation requests and membership renewal letters in a timely manner. Candidate must demonstrate professionalism in a confidential setting and be able to collaborate with colleagues in a positive fashion. And be able to implement existing/new tasks, projects, and/or ideas with accuracy and enthusiasm. Embody curiosity and excitement about daily activities. Maintain a willingness to learn new things. Data entry, filing, mailing, and other clerical duties as assigned. Pay rate $13.00 - $14.00 per hour.

How to Apply:
Email: Melvin Brooks, Earned Revenue and Visitor Services Manager, Melvinbrooks@toyandminiaturemuseum.org
Include: Cover letter explaining why you would like to work at T/m, resume, student ID # (so we can check work study award status) and class schedule.

Marketing Assistant
The purpose of this role is to support the Marketing Strategist. This position will implement existing/new tasks, projects and/or ideas with accuracy and enthusiasm. Candidate must show flexibility with changing media priorities. Demonstrate professionalism and timeliness. Provide assistance with the development and execution of social media content including writing, design, and video production. Assist with the creation of email campaigns on Mailchimp. Show familiarity with, or interest in learning, Adobe Creative Suite and Canva. Participate in the creation of documents in Word, Excel, and PowerPoint. Show familiarity with data/analytics across multiple marketing platforms. Have the ability to make simple changes in Wordpress including content and imagery. Provide photography/video support at Museum events. Pay rate $13.00 - $14.00

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Visitor Services Assistant
The purpose of this role is to support the Visitor Services Desk and Museum Store. This position will identify needs of visitors and guests and appropriately assist with questions or concerns at front desk. Candidate must politely greet students and guests to provide quality customer service, answer phones and demonstrate professionalism in a confidential setting. Implement existing/new tasks, projects
and/or ideas with accuracy and enthusiasm. Promote services by serving as a representative through conversations with fellow students. Data entry, mailing and other clerical duties as assigned. Open/Close office responsibilities as needed. Pay rate $13.00 - $14.00 per hour.

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