

EMPLOYMENT OPPORTUNITIES

HUMAN RESOURCES OFFICE HOURS

MONDAY - FRIDAY 8 AM - 5 PM

CIVIC CENTER COMPLEX
825 WEST IRVING BLVD
IRVING, TEXAS 75060

TELEPHONE: (972) 721-2696
WEBSITE ADDRESS: www.cityofirving.org

March 28, 2019

INTERN – MUSEUM (PART-TIME)

ARTS AND CULTURE DEPARTMENT
CITY OF IRVING, TEXAS

PAY GRADE GG02 / FULL PAY RANGE \$10.52 – \$14.83 PER HOUR

Duties include providing support with the planning and development of the Irving Archives and Museum (IAM) which will open in Fall 2019 – researching, writing, and editing exhibit text; coordinating exhibition schedules and deliveries; planning and scheduling media production; and assisting with exhibit design and installations, and development of museum operations and procedures. Some evening and weekend hours may be required.

Must be currently enrolled in an accredited college or university or have completed major course work in a museum studies program or other directly related field within the past year. No previous experience required, but previous experience working or volunteering in museums beneficial.

A résumé must be submitted with application.

*Application may be submitted online at cityofirving.org.
Jobs close at 5:00 p.m. on the closing date posted on the City website.*

Qualifications given in the job description in this flyer represent only the minimum qualifications necessary to perform the essential functions of the job. In addition to these qualifications, the minimum age requirement for regular full-time and part-time employment is 18, with the exception of Aquatic Center Lifeguard (PT); for seasonal employment, the minimum age is 16. Preference for interviews by the department are given to the most qualified applicants who may possess more specific education and/or experience than is given in a particular job description. Duties shown in the job description represent a summary of the essential duties and responsibilities. An applicant wishing to apply for a different position while still under consideration for another must complete a new application.

City of Irving | 825 W. Irving Blvd. | Irving, Texas 75060

Equal Opportunity Employer

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