



Position Announcement

Museum Assistant

Posting Date: 3/28/2019

Closing Date: Until Filled

Hours: 10-20 hours/week

Rate: \$10 per hour

The Pabst Mansion has immediate openings for Museum Assistants to help manage operational activities at the museum's historic facility. Training is paid and schedule of training is flexible. Hours will vary. Ideal candidates will be available for flexible scheduling on weekdays, rotating weekends and some evenings.

Duties and Responsibilities:

- open/close/operate the museum's facilities including the gift shop
- able to give all types of tours, including tours for the general public, scout troops and school groups
- work with outside vendors for evening/special events
- respond to visitor needs and be able to handle emergencies

Desired skills:

- excellent communication, organization and planning skills
- address unexpected situations in a tactful manner
- present a pleasant, enthusiastic and supportive personality
- be an ambassador of the Pabst Mansion and our mission

Please send a cover letter and resume to Jodi Rich-Bartz, Curator, at the address below or via email: jodi@pabstmansion.com
Applications will be accepted until the positions are filled.

About the Pabst Mansion

Located in Milwaukee, Wisconsin, the Pabst Mansion was completed in 1892 for beer baron Captain Frederick Pabst, then President of the Pabst Brewing Company, and his wife Maria. After their deaths, the Mansion was sold in 1908 to the Milwaukee Roman Catholic Archdiocese and became the residence and headquarters for five archbishops and their staff until 1975. After a three-year crusade for its preservation, the Mansion was spared from demolition and has gone on to become an award-winning house museum. Open to the public since 1978, the Pabst Mansion is an icon of Milwaukee history and is a downtown tourist destination for thousands of visitors annually.

Captain Frederick Pabst Mansion, Inc.

2000 West Wisconsin Avenue · Milwaukee, Wisconsin · 53233