



MICHIGAN STATE CAPITOL COMMISSION

# Job Posting

**Posting & Application Period:**  
**October 6 to October 25, 2021 (by 5:00 pm)**

## Michigan State Capitol Educator

<b>DEPARTMENT:</b>	Michigan State Capitol Commission – Tour, Education, and Information Service
<b>STATUS:</b>	Full-Time
<b>WORK HOURS:</b>	40 hours per week; 8:00 am to 5:00 pm, Monday – Friday
<b>MINIMUM SALARY:</b>	\$17.00 per hour, plus State of Michigan benefits package
<b>JOB LOCATION:</b>	Capitol Building, 100 N. Capitol Avenue, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

The employee in this position conducts guided onsite and virtual tours of the Michigan State Capitol Building and grounds for individuals and groups, informing them of the building's architecture, history, construction, the legislative process, artwork, and state government functions. Individual staffs the tour guide information desk, answers the telephone, responds to inquiries from callers and visitors, and assists with Capitol events. Schedules tours of the Capitol Building and Michigan Historical Museum. Makes presentations about the Capitol and other historical content through an iPad using Zoom or Facebook Live. The employee will also work on historical research projects.

### MINIMUM QUALIFICATIONS

- Bachelor's degree required, with preference given to candidates with degrees in history, historic preservation, museum studies, or education.
- Prior experience working in a museum or historic site in Michigan desired.
- Experience making presentations with Zoom or Facebook Live strongly desired.
- Excellent verbal communication skills required, including experience in public speaking or making group presentations.
- Demonstrated writing skills required.
- Must be physically able to perform the essential functions of the position.
- Equivalent combination of education and experience of above acceptable.

### NECESSARY SPECIAL REQUIREMENTS

- Must be willing and able to work irregular hours and overtime as required, including nights and weekends.
- Must be willing to work holidays and possibly Saturdays on a rotational basis.
- Must be able to stand for prolonged periods and climb stairs frequently.
- Must be able to hear and be heard in a noisy environment.
- Must be willing and able to work with children.
- Must maintain a professional, friendly attitude, including forming and upholding a positive image of the Capitol and state government.
- Must be willing and able to be certified in CPR and first aid.
- Must pass criminal history background check.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's job posting website at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following four items as separate attachments in their online application: 1) resume, 2) copy of college transcripts, 3) cover letter, and 4) a 2-page, double-spaced writing sample on a historical figure, event, or building.

**The application deadline is 5:00 pm on Monday, October 25, 2021.**

## **ADDITIONAL INFORMATION**

The Michigan Capitol Tour, Education and Information Service schedules and conducts onsite and virtual tours of the Michigan State Capitol Building and grounds for individuals and groups informing them of the building's architecture, history, construction, the legislative process, artwork, and state government functions. This department fields incoming phone calls responding to inquiries from visitors and assists with Capitol events. Additionally, staff works on research projects to further the knowledge of the history of the building and help bring that knowledge to the public.

This job is an unclassified, non-Civil Service position in State government. All MSCC employees are considered at-will. All employees must be non-partisan.

The Michigan State Capitol Commission accept resumes and applications for employment only for current position vacancies. The MSCC is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, call the LSB Human Resources Office.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**