



Rosenberg Railroad Museum  
**Job Description: Internship Site Associate**  
Part-time  
WEEKEND HOURS REQUIRED

Site Associate is employed by the Rosenberg Railroad Museum. He or she is under the immediate supervision of the Executive Director, Curator/Site Manager.

**Responsibilities include:**

- Providing excellent customer service to visitors - greet, direct, and actively assist visitors and answer questions regarding tours and managing expectations.
- Performing cashier's duties at the front desk, as needed.
- Performing docent duties (public speaking and presentation to small tours groups), as needed.
- Assisting with the execution of education programs and other events, as needed.
- Helping to maintain the appearance and functionality of the Museum Exhibits, Gallery, Offices, Quebec, Tower 17 and Caboose, Garden Railroad, Party Room, Playroom and Model Train Room.
- Helping to maintain the appearance of the Museum grounds Includes: sweeping, watering, raking, picking up debris, applying ant or weed killer as needed.
- Cleaning the bathrooms: sweep, mop, disinfect, clean toilets and wipe mirrors as scheduled, and other duties.
- Additional duties as assigned.

**Necessary Knowledge, Skills, and Abilities:**

- Possess good interpersonal skills, be team oriented and able to establish and maintain effective working relationships with co-workers and the public.
- A positive attitude is a must!
- Ability to operate a computer and cash register.
- Ability to work a flexible schedule that may include evening and holiday assignments.
- Ability to work independently.
- Must have reliable transportation to and from work and must be on time.
- **Must be able to work weekends. Must pass background check.**
- Physical activity involved: Must be able to lift up to 40lbs, climb stairs numerous times daily, bend down, walk on uneven ground, stand or walk for up to 4 hours at a time.
- Must adhere to policies and procedures as adopted by the Rosenberg Railroad Museum Board of Directors and/or Executive Director as well as all federal, state and local laws.

**Contact:**

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