



**Position:** Museum Docent/ Intern

**Job Description:** Intern will assist in conducting “Oval Office” tours for 4th-12th grade students throughout Southern California. Outgoing and friendly personality along with public speaking skills and a positive attitude toward kids are a must.

When not conducting tours, interns may (on occasion) be asked to perform a variety of activities for the museum. Activities include; working with visiting students in a computer lab, folding t-shirts, direct mail projects, and other minor administrative tasks. Computer and typing experience a plus. Flexible morning hours are available but reliability is a must!

[www.qualitywestwing.com](http://www.qualitywestwing.com)

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