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CABLE  
NATURAL HISTORY  
M·U·S·E·U·M



**Cable Natural History Museum**

**Position:** Exhibit Design Assistant

**Timing:** 25-40 hours per week, January 6, through May 8, 2015, plus one-per-month meetings in September-December 2014.

**Compensation:** \$4,000 stipend, plus free housing (including utilities) at the Museum's staff house

**Reports to:** Naturalist/Educator

**Application Deadline:** Position is open until filled.

**Organization Summary:**

The mission of the Cable Natural History Museum (CNHM) is connecting people to Northwoods nature through educational experiences that inspire wonder, discovery, and responsibility.

For over 46 years, the Museum has provided high-quality educational experiences to people of all ages in the Cable area. The CNHM received almost 8,000 visitors in 2012. Over the course of a year, the Museum provides almost 200 educational programs for local residents, seasonal visitors, and community groups. Each year, Museum staff and volunteers design an exhibit for the exhibition hall. Specimens from the Museum's collections form the centerpiece of the exhibit. The exhibition hall also holds the Curiosity Center, a permanent exhibit designed especially for children.

The Cable community is a delightful mix of families, second-home owners, and outdoor-enthusiasts. A cadre of cheerful and talented volunteers augments the small and committed staff at the Cable Natural History Museum.

Outdoor recreation opportunities abound in the Cable community and surrounding Chequamegon-Nicolet National Forest. Throughout the winter, snowshoe trails, bike trails, ice fishing, and ski trails lure visitors looking for beauty and adventure. The American Birkebeiner—a world-class, 50k cross-country ski race—starts in Cable. The highly regarded "Birkie" trail network is accessible year round. The nearby towns of Hayward, Ashland, and Duluth offer additional opportunities for shopping and recreation.

The Museum's staff house sits on the south shore of Lake Namakagon, and is surrounded by the Chequamegon National Forest. The four-bedroom house has private baths, comfortable common areas, picture windows, and beautiful wood floors. Full or part-time residence in this house is one more benefit of the position.

**Position Summary:**

Develop your exhibit design skills within a dynamic, supportive, and quality-driven community. The Assistant Exhibit Designer will work collaboratively with the Naturalist/Educator and an Exhibit Committee composed of Museum staff, board members, and volunteers to create a stimulating, interactive, and immersive three-dimensional exhibit on the topic of northern Wisconsin lakes. Engaging exhibit components and support materials will effectively engage museum visitors and convey information to visitors while meeting exhibit content and learning objectives.

**Responsibilities:**

Responsible, with the Exhibit Committee, for the successful completion of a 700 square foot educational exhibit on the topic of lake ecology and limnology, including:

- Developing an interpretive theme and educational goals for the exhibit.
- Writing text to convey key points to the public in a fun, informative, and concise way.

- Developing interactive exhibit components to engage all ages of visitors.
- Maintaining close communication with the Naturalist/Educator and Exhibit Committee throughout the design and construction process.
- Researching and acquiring resources, and following through with vendors and volunteers.
- Text and graphic layout and coordination with the local printer.
- Creating and carrying out a marketing plan.

**Qualifications:**

- Bachelor's degree or equivalent experience in related field(s): education, museum studies, natural resources, communication, interpretation, etc
- Ability to work as part of a team
- Detail oriented
- Excellent written communication skills
- Strong organizational skills
- Ability to stick to a budget and use resources wisely
- Ability to work independently and be accountable and responsible
- Experience using Microsoft Publisher
- Ability to approach challenges creatively
- Craft and/or woodworking skills are a plus
- Ability to lift 50 lbs., work with hands, and stand on ladders

**Application Procedure:** Applications should include the following:

Cover letter

Resume

Names of three references and contact information

One page writing sample

Send or e-mail materials to:

Emily Stone

Naturalist/Educator

Cable Natural History Museum

P.O Box 416

Cable, WI 54821

(715) 798-3890

[emily@cablemuseum.org](mailto:emily@cablemuseum.org)

[www.cablemuseum.org](http://www.cablemuseum.org)