

TEACHER'S GUIDE

MUSEUM AT WORK

PROGRAM OVERVIEW

PROGRAM DESCRIPTION

Are your students thinking about college or university? Are you talking about career planning? This program has curriculum connections to Career and Life Management. Senior Museum staff will share insights about resume building, interviewing skills, working as a team, and other valuable tips for building a career. Customize your program by selecting a staff member from one of our unique divisions. Get ready to meet the people that make the Museum work!

AUDIENCE Grade 9 – Grade 12 *(maximum 35 participants)

ALBERTA CURRICULUM CONNECTIONS

Grade 9 Health: Life Roles and Career Development

Grade 10–12 C.A.L.M.: Career and Life Management

PROGRAM OBJECTIVES

Participants will:

1. Gain career-planning advice and ask questions of three Museum professionals
2. Review resume building, interviewing tips, and communication skills
3. Learn how understanding personality types can be beneficial when working in a team

PRE-PROGRAM

Two weeks prior – teacher will be emailed a list of Museum programs to select the third interviewee. These programs include: Collections, Fossil Preparation Lab, Library Services, Marketing & Public Relations, and Visitor Services.

One week prior – teacher will be emailed three bios about the Museum staff that will take part in the program. It is recommended that the bios are shared with the participants and some questions are prepared.

Day of program – connect 10 minutes prior to program start time. Have the students seated in rows and in view of the camera. The student worksheet provided in this guide can be printed for the students.

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PROGRAM FORMAT – 45 minutes

1. Introduction to the Royal Tyrrell Museum of Palaeontology and how it operates
2. Three Interviews with Museum professionals:
 - **Interview 1** – Land the job: discuss the components of an effective resume, performing well in an interview with a seasoned hiring manager.
 - **Interview 2** – Essential skills: find out how strong teamwork and communication skills will aid in the workforce. Take a personality quiz and brainstorm how to work well in a team, especially with those of contrasting dispositions.
 - **Interview 3** – Careers at the Museum: go in depth with one of our staff members and discover the set of skills and education unique to that role.
3. Final questions and conclusion

MUSEUM AT WORK PRE-PROGRAM ACTIVITY

JOB-STORM

The Royal Tyrrell Museum of Palaeontology operates with 80 – 100 full-time employees. Where do they all work? Let's explore the variety of careers at the Museum.

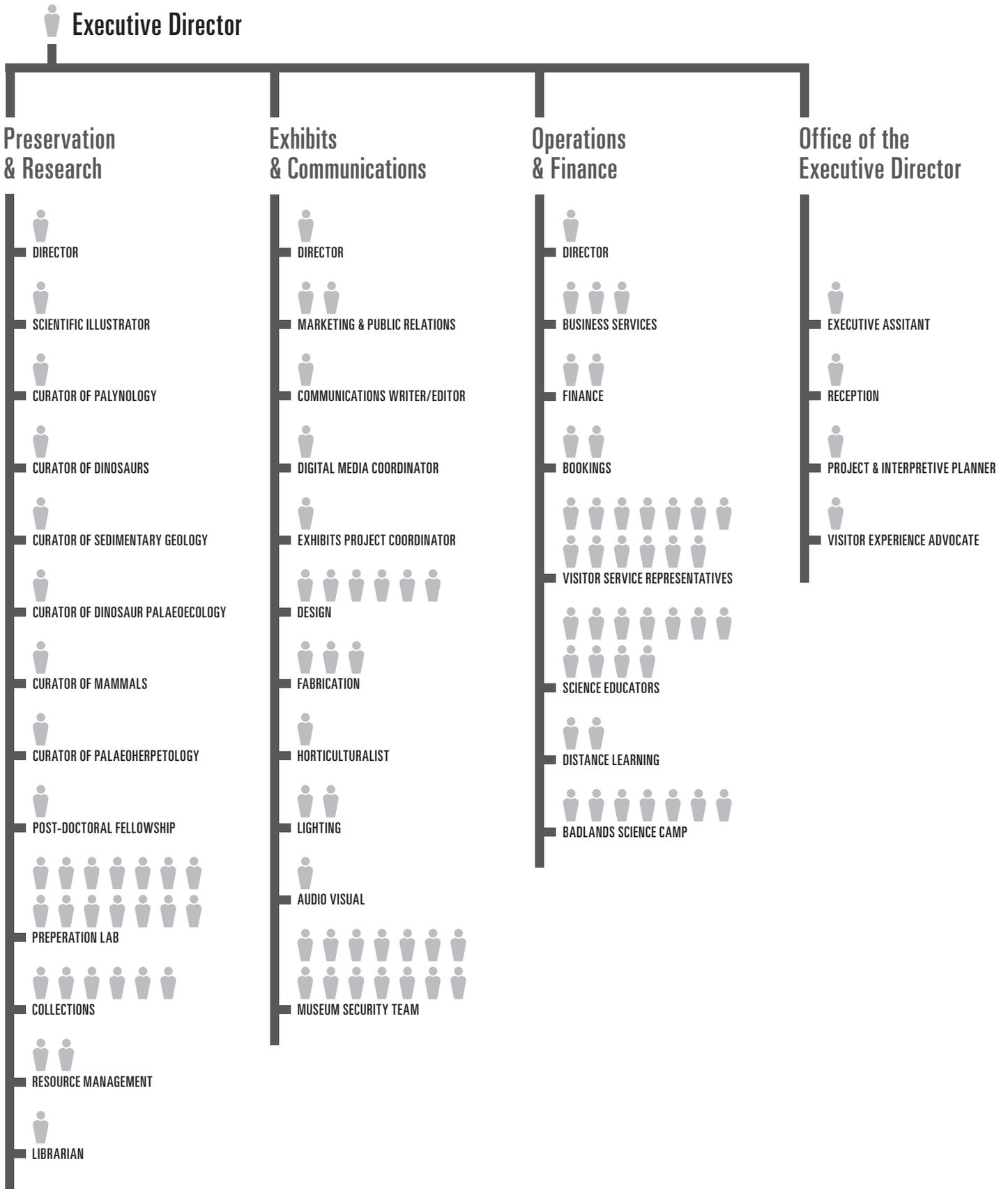
The Museum is organized in four primary divisions:

- Office of the Executive Director
- Preservation and Research
- Exhibits and Communications
- Operations and Finance

ACTIVITY INSTRUCTIONS:

1. Divide the students into four groups and give each group one of the four divisions.
2. Based on the title of the division, have the students brainstorm, create mind maps or word associations for:
 - what the division is responsible for at the Museum.
 - what staff members work in the division.
3. Have the students compare their work with the organizational chart on the following page.
4. The students can research the individual job titles and duties of each staff member.

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PROGRAM ACTIVITY

INTERVIEWS WITH MUSEUM EMPLOYEES

INTERVIEW 1

Name _____ Position _____

Question _____

NOTES _____

INTERVIEW 2

Name _____ Position _____

Question _____

Quiz tally _____

NOTES _____

INTERVIEW 3

Name _____ Position _____

Question _____

NOTES _____

POST-PROGRAM ACTIVITY

REFLECTION WORK

INTERVIEW 1

Name _____ Position _____

What qualities do Managers seek in potential employees? _____

What tips regarding resumes and interviews did you find interesting? _____

INTERVIEW 2

Name _____ Position _____

Based on the quiz I was an introvert ambivert extrovert

What are some challenges when working in a team? What are some ways to overcome these challenges? _____

What are some important communication skills? What do you possess?
What can you improve? _____

POST-PROGRAM ACTIVITY

REFLECTION WORK

INTERVIEW 3

Name _____ Position _____

Was post-secondary education crucial for this staff member to obtain their position at the Museum? _____

What were some transferrable skills learned from early jobs that could be assets for future careers? _____

It takes many different jobs to make a museum work. Reflect on your personal skills and interests and how you might enjoy working at a museum or cultural institution. Where would you work? _____

STUDENT GUIDE

RESOURCES

RESUME TIPS

- Don't rely on spell check! Have someone read over your resume to check for spelling and grammar
- Don't generalize – be specific!
- Customize your resume (and skills) to the job posting
- List information by relevance
- Format should be easy to read; no big paragraphs
- Include a cover letter
 - It showcases your writing skills and shows that you put thought into applying for the job and have researched the organization.
 - Summarize the main points from your resume that you want the reader to pick up on.

TOP 10 INTERVIEW QUESTIONS

1. What do you know about this organization?
2. Why do you want to work here?
3. Tell me about your education and job experiences and how they will help you in this position.
4. What are some of your strengths?
5. What are some of your weaknesses?
6. What makes a good team player? Provide an example of positive team work.
7. How do you handle stress and pressure? Provide an example of a previous stressful situation and how you handled it.
8. What motivates you?
9. What are your goals for the future?
10. Is there anything you would like to ask me?

SAMPLE RESUME ON NEXT PAGE

TYRA REX

1100 Badlands Drive • Drumheller, Alberta • T7R 5X2

HOME (403) 867-5309 • **CELL** (403) 222-1111 • **E-MAIL** tyra.rex@gmail.com

SUMMARY

Knowledgeable and friendly student, with cash handling experience, looking for work in a fast-paced environment. Able to take responsibility for the welfare of others. Flexible availability to include evenings and weekends.

EDUCATION

Honours Student, currently in Grade 11

September 2013 – Present

J.B. Tyrrell High School, Drumheller, AB

WORK EXPERIENCE

Fast Food Worker

The Meteor Concession, Drumheller

July 2016 – August 2016

- Organized orders and operated cash register
- Accurate reconciliation and cash handling record
- Provided quality customer service
- Facilities and restaurant maintenance
- Fast food preparation and assembly

Child Care Provider

March 2014 – Present

- Cared for up to four children at one time, infant to age nine
- Babysat during evenings and on weekends
- Oversaw playtime, prepared meals, supervised bath time, and put children to bed

VOLUNTEER WORK

Humane Society of Drumheller

- Animal care and handling
- Cleaning kennels
- Dog walking

CERTIFICATION

RED CROSS First Aid Certified

June 2016

Standard Child Care First Aid and CPR

RED CROSS Babysitting Course

January 2014

Basic skills to care for babies, toddlers, preschoolers, and school-age children

RELEVANT SKILLS

- Can speak conversational French
- Proficient in Microsoft Office and Adobe Photoshop
- Enjoy working in a team environment
- Have own transportation

REFERENCES

Albert O'saurus

Owner & Operator of the Meteror Concession

BUSINESS (403) 867-0007 • **CELL** (403) 222-1234

Ellie Sattler

Child Care Parent

HOME (403) 867-5107 • **CELL** (403) 221-9876