

Ideal Job Worksheet

Ideal Job Questionnaire
What does an ideal museum job look like to you? Fill out below. Afterwards consider the following: Any difficult to answer? Any responses surprise you? What did these answers inform?

What is your ideal job? *Be specific or broad, such as educator or Director of Education.*

What does it pay?

Where is it located? *If you don't have a place, it can simply be the city or suburbs.*

What would a work week look like? *Such as, working some nights, typical 9-5, hybrid or remote?*

What does your work/life balance look like?

What does your workspace, office or desk look like?

How do you envision working with other people in your ideal job?

Page 2 - Ideal Job
How would you ideally like to collaborate and communicate with your coworkers?


What should an organization do to show that they care?


What are the organization's values?

How do you want this job to make you feel?

What are your personal goals you have for yourself in the next year? 3 years? 5 years?

Where would you like to work? *Anywhere, what is it and what would your title be? Don't be afraid to give a specific place, you can simply describe the feel and type of job.*

Second page... 



You can also fill the form out online here: bit.ly/SMA2024CareerSession



Single, Taken
or it's Complicated

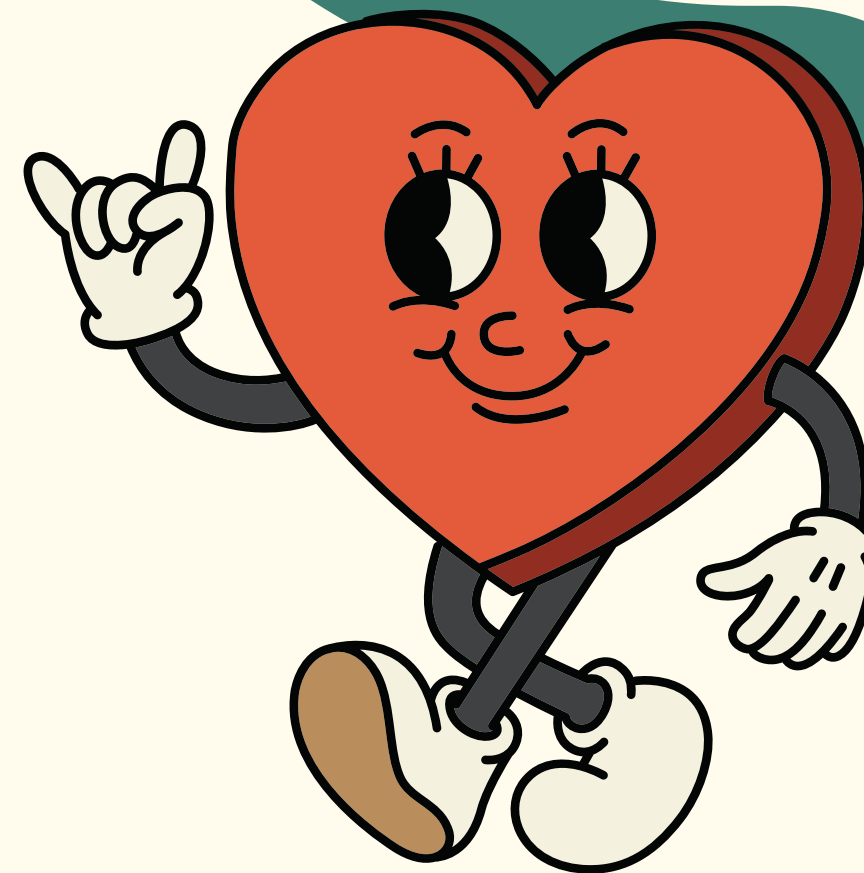
Museum Career Advice at All Stages


Alli Schell, Director of Public Programs
Marshall Steam Museum



TODAYS Agenda

- ✦ Introduction
- ✦ Finding Your Match
- ✦ Creating Your “Dating Profile”
- ✦ First Impressions
- ✦ Group Breakout: Speed “Dating”
- ✦ Q&A





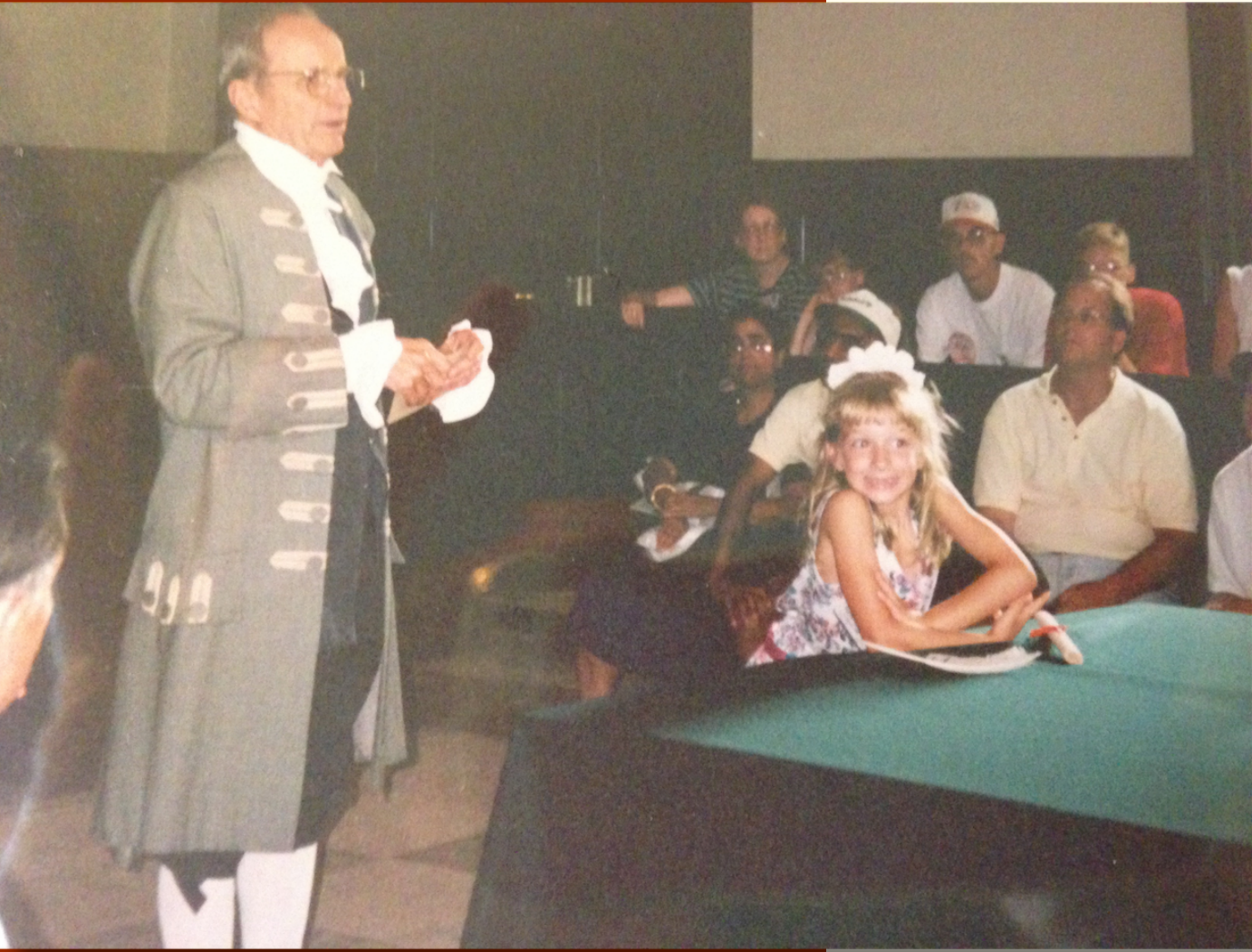
Q: Are you in a committed
(museum) relationship?



Q: Are you single and ready
to (museum) mingle?



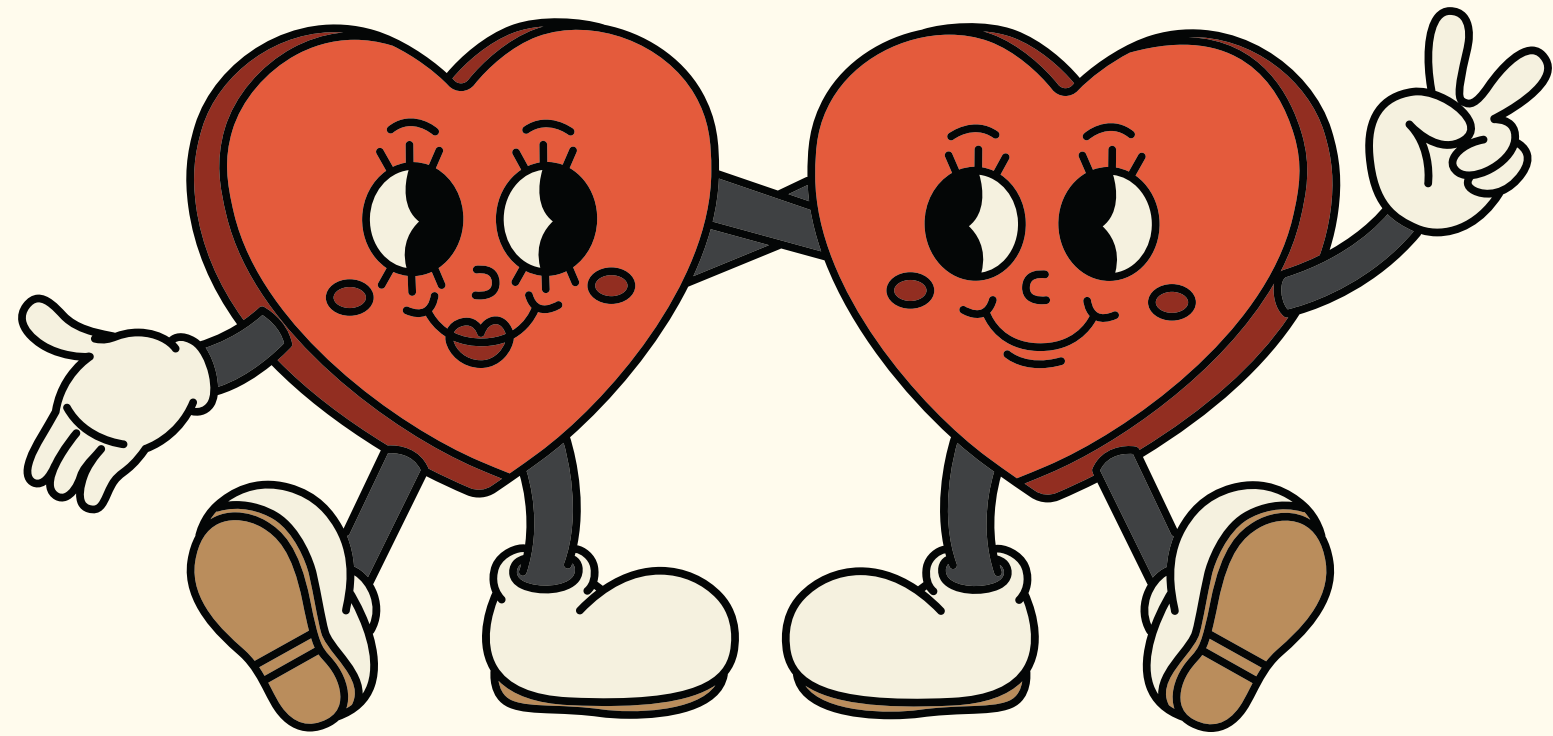
Q: Are you looking to break up with museums?



About the Matchmaker

- ✦ Alli Schell, Director of Public Programs
- ✦ education@auburnheights.org
- ✦ [LinkedIn.com/in/AllisonMSchell](https://www.linkedin.com/in/AllisonMSchell)





Finding Your Match



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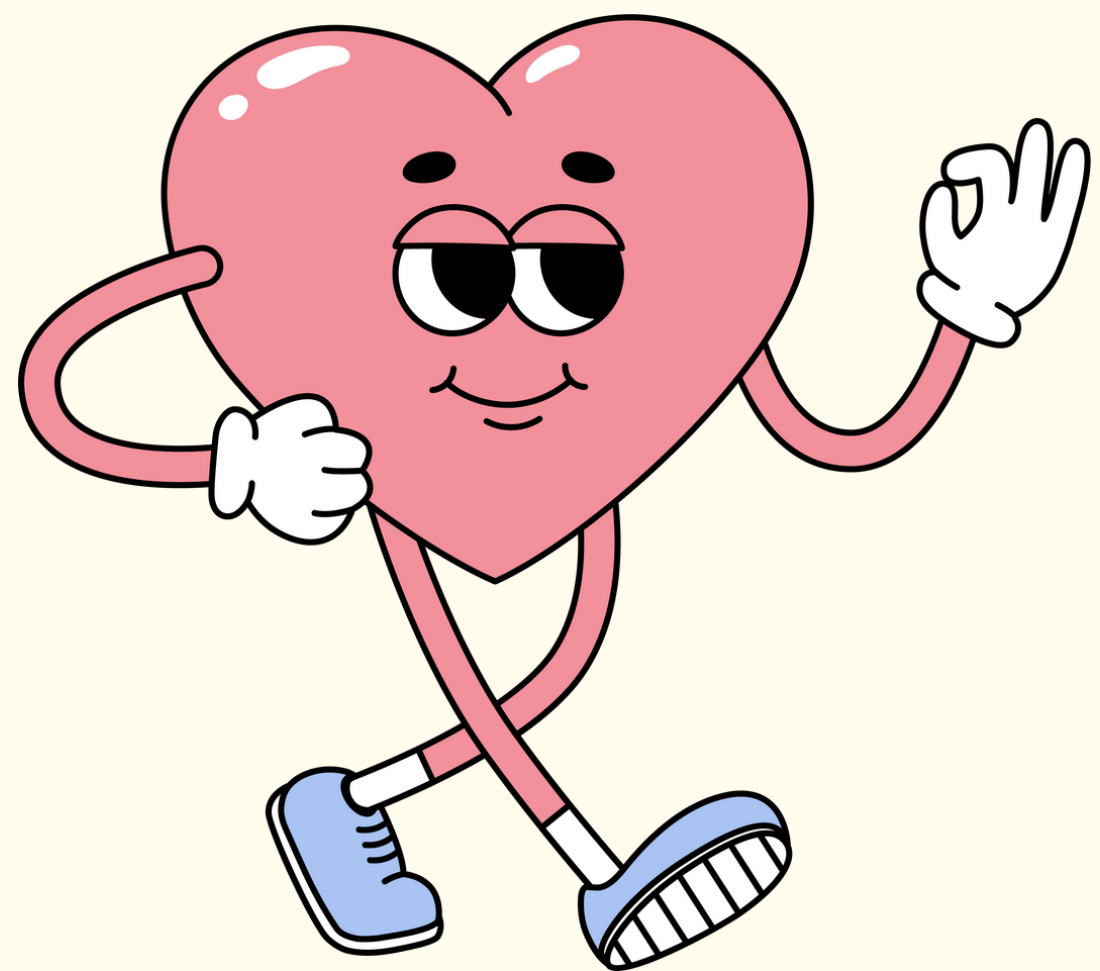


Ideal Job Worksheet

- Questions to reflect on after you fill it out:
 - Any questions difficult to fill out? Why?
 - Any answers surprise you?
 - *For job seekers:* What types of jobs should you be applying for that align with your answers?
 - *For committed museum professionals:* Do any of your answers align with your current position?


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Reading the Classifieds





Q: Have you ever been
overwhelmed by a job
description?

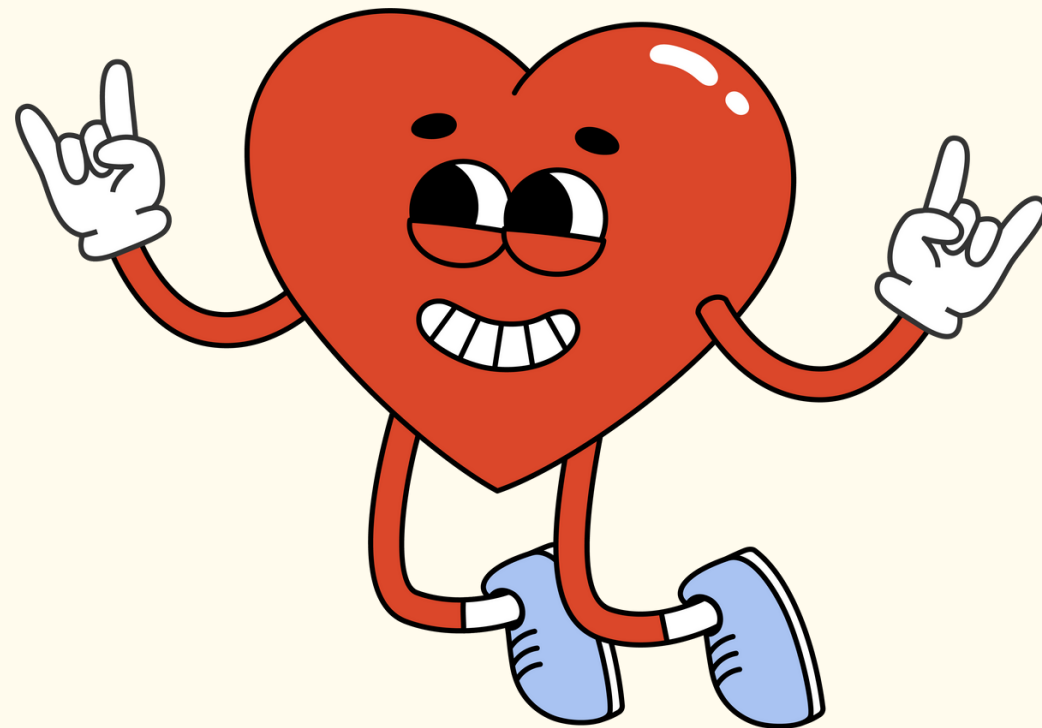
Skill Matching

- Using a job description, pull the following out into a separate document:
 - Qualifications/requirements
 - Keywords
 - Skills
- Looking at this new list, start organizing into 3 main categories
- Start selecting skills (at least one per category) and perform a matching exercise to your own skills and experience

Access the skill matching worksheet here: bit.ly/SMA2024CareerSession



Let's see this in action!

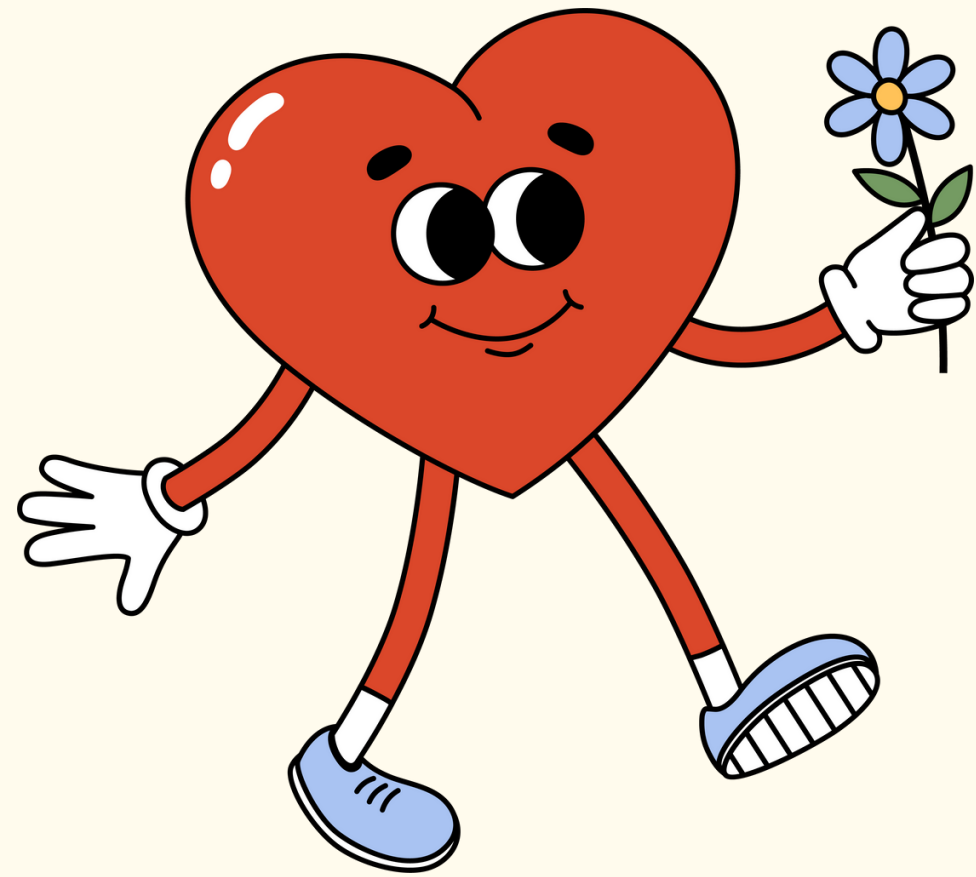


Example Job Description:

<https://docs.google.com/document/d/1-uKSD4iGX0CFMMENcTuOLNI8k23MsBHo3CNJ1H7IFZU/edit>

Example Resume:

https://docs.google.com/document/d/1P-HVddMLmh52hcWGwhm9dqvp_pppRICq0j/edit?usp=sharing&ouid=100510750371373789709&rtpof=true&sd=true



Creating Your “Dating Profile”





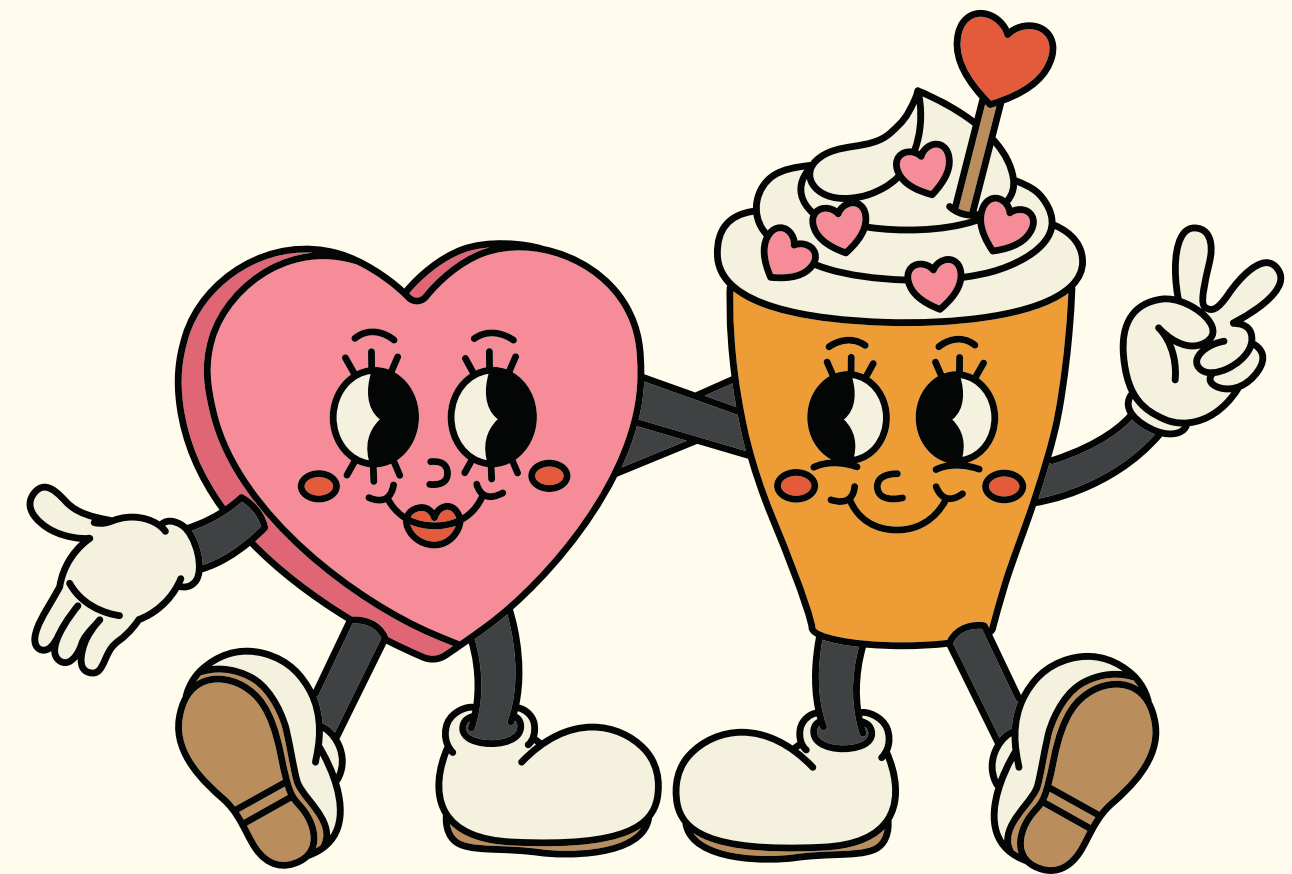
Q: Do you have a resume
you feel confident in?

Top 10 “Dating Profile” Tips

1. Resumes can be more than 1 page
2. Focus should be on highlight your experience verses an eye-catching design
3. Only include things that are impressive, interesting or unique
4. Be specific and add measurables (how often, how many, monetary values, etc.)
5. Including a skill section? Use only “hard” skills

Top 10 “Dating Profile” Tips

6. Lead with your strengths
7. Academic work can be built out
8. Non-museum experience counts
9. Vary up your action verbs
10. Proofread!





**Dear Workplace
Diary**

First Impressions (Cover Letters)

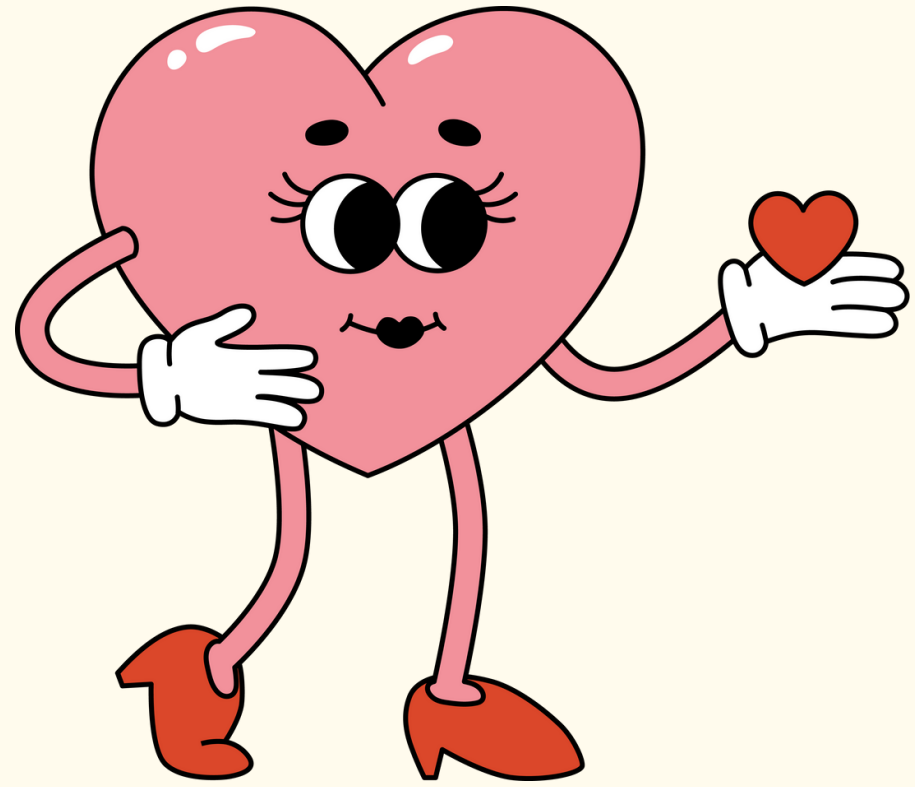
Don't...

- Repeat your resume
- Focus only on you
- Include irrelevant information
- Be generic

Do...


- Demonstrate your skills in action
- Talk about the organization
- Keep it concise
- Showcase your personality

Remember: A resume is centered in the past and a cover letter is for the future



Research
Your Date





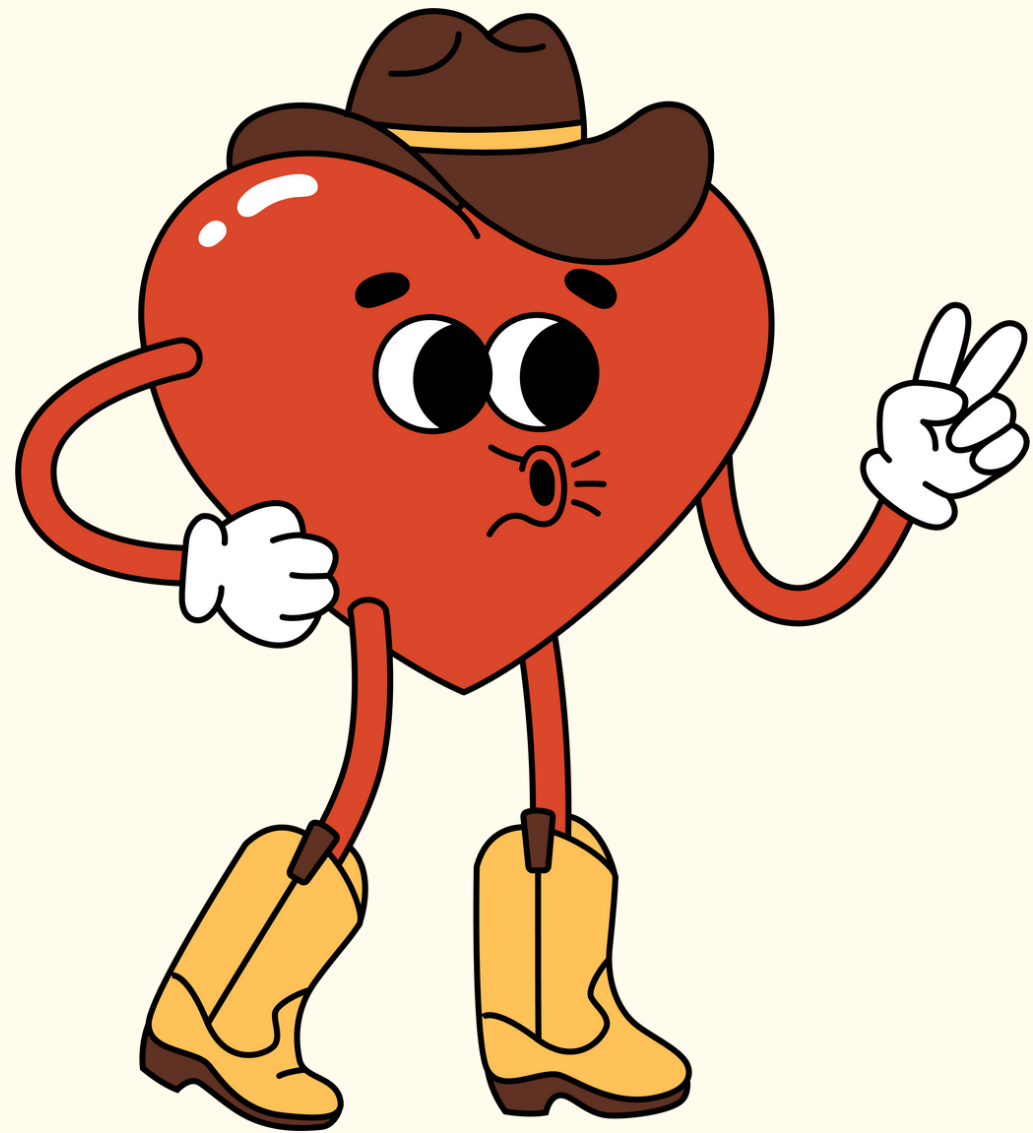
Q: Do you wish you had
some additional insight
into a potential job?

Do Research!

- Start with their website and look for:
 - Statements (Mission, Vision, Values, DEAI, Accessibility)
 - Key documents (Strategic Plan, Annual Report, DEAI plan, etc.)
 - Career / job page
 - Staff and Board
- Additional insights
 - 990s (listed on website or places like GuideStar, ProPublica)
 - Glassdoor
 - Google reviews

Example Questions to Ask

- What is a challenge the organization is currently facing?
- How is risk-taking handled at this organization? What if someone fails?
- How many people have held my position in the last 5 years?
- What professional development opportunities do you provide?
- How is feedback handled at this organization?
- What is your leadership style?
- How could the organization improve its DEAI efforts?
- How do you support employee's growth?
- What does a typical day look like here?



First Impressions



Q: What sounds more enjoyable: someone listing off facts about them OR telling a compelling story?

“Tell Me About Yourself”



- A personal statement can tell a concise, compelling story around your experience
- Can be used during interviews, a resume summary, in cover letters and networking
- This is your chance (in 3-4 sentences) to tell a story about you


Share Your Story

- 1st sentence is who you are, where you're at in your career or what drives you
- 2nd sentence what you are looking for and why
 - Could be a new job, a place with an ideal workplace culture, experience, advice, to relocate, new career path
- 3rd sentence is what you bring to the table (personality, work ethic, skills...)

You can fill the worksheet out online here: bit.ly/SMA2024CareerSession



Example: Job Application



I am a museum educator with a background in leading and developing engaging tours and programs. My aspiration is to become a Director of Education at a medium-sized art museum and I am seeking out opportunities to build my skills and confidence to make my vision a reality. My coworkers would say I bring enthusiasm, a willingness to learn and a love of art history.

Example: Career Refocus



I am a collections manager with 5 years professional experience in history museums. After realizing my true passion lies in connecting material culture and education programs together, I have started developing my teaching talents. Currently I am seeking opportunities that focus on school-aged education programs to bolster my skills.

Example: Career Transition



After 10 years in the non-profit field, particularly focusing on project and database management, I am ready for a new challenge. I am now seeking positions that best utilize my project management experience in a for-profit setting and my past work has prepared me with many skills that easily transfer. In any workplace I bring a strong work ethic, creative problem solving and a love of working with others.

Share Your Story Exercise

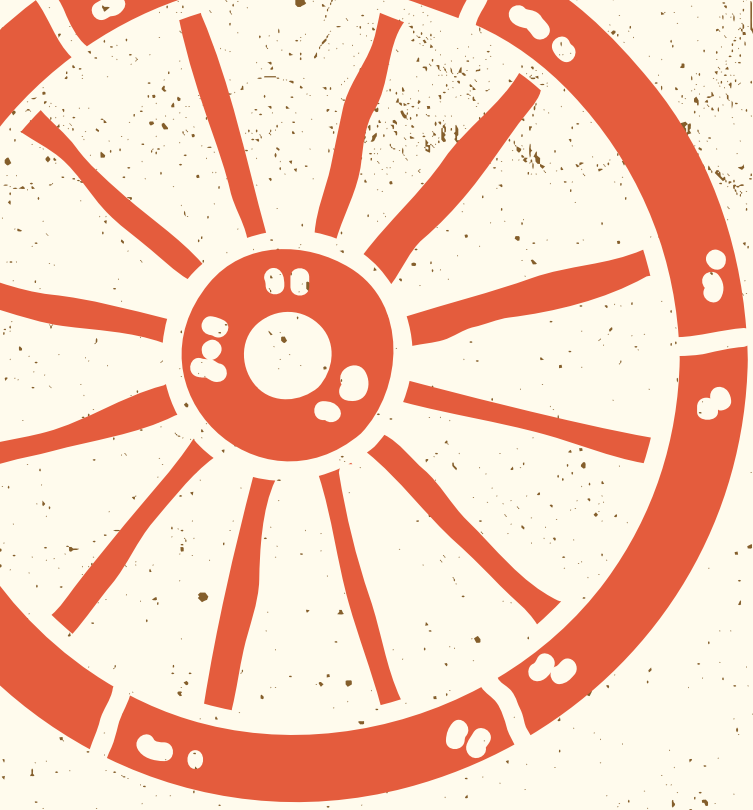
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- 2nd sentence what you are looking for and why
 - Could be a new job, a place with an ideal workplace culture, experience, advice, to relocate, new career path
- 3rd sentence is what you bring to the table (personality, work ethic, skills...)

You have 3 minutes to write down your personal statement - don't overthink!

Group Breakout

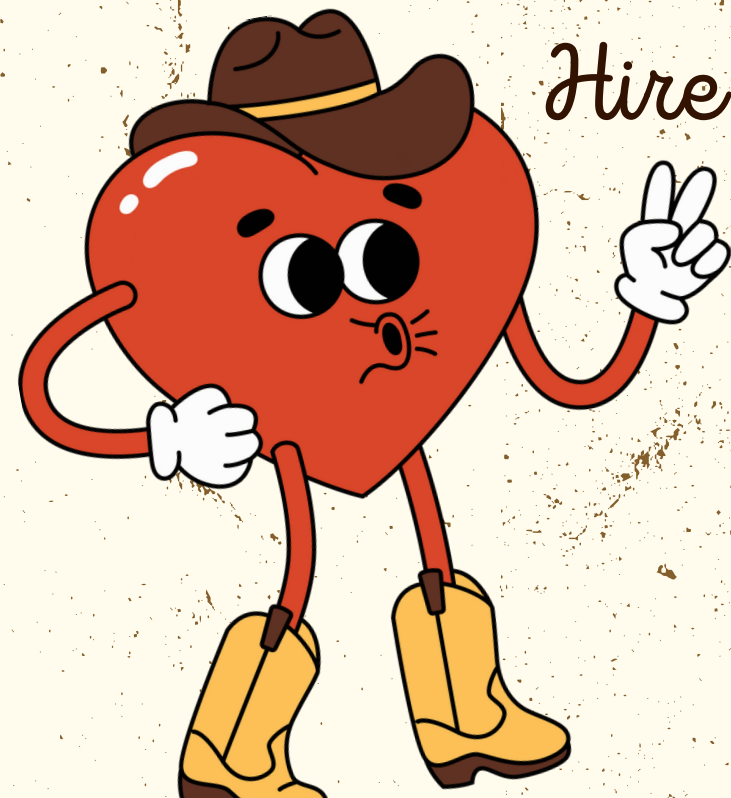


Speed “Dating”



SINGLE & READY TO

MUSEUM MINGLE?



Hire me, ya'll!



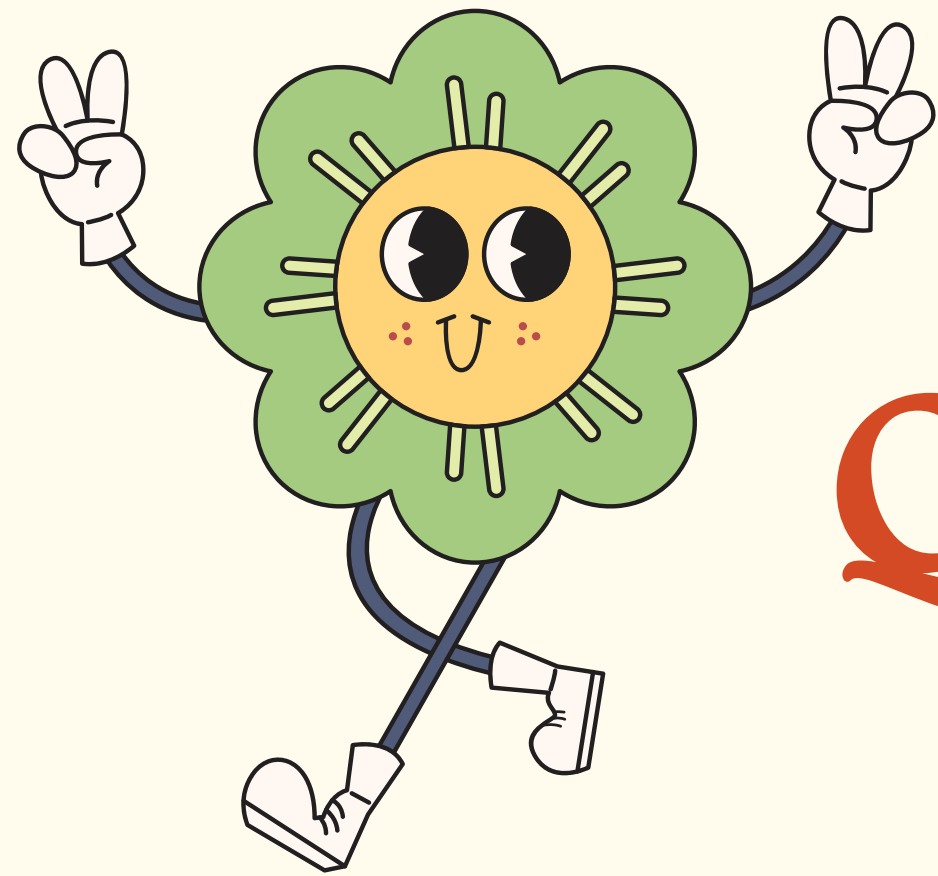
Jumpstart Your Museum Job Search

4-week FREE group coaching program

- Held on Zoom
- Tuesdays in March from 7:00 - 8:30 pm EST
- Focus on figuring out your ideal job and workplace, fortifying your self-worth, sharpening your skills, application preparation and building confidence!
- Connect with other job-seeking museum professionals!

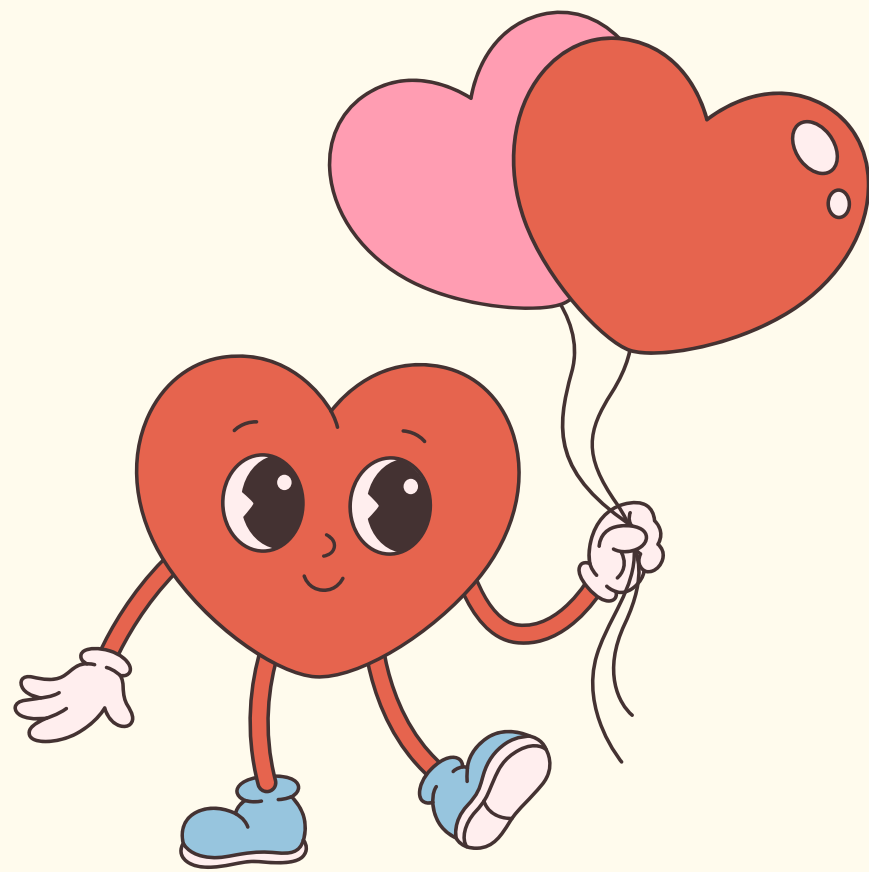


bit.ly/JumpCareer



Questions?

Let's Keep in Touch!



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- ✦ [LinkedIn.com/in/AllisonMSchell](https://www.linkedin.com/in/AllisonMSchell)
- ✦ www.yourmuseumcareer.com
- ✦ bit.ly/JumpCareer