

POSITION DESCRIPTION
Museum Assistant
\$12-\$14 per hour
Part-time Yearly or Summer

The Museum Assistant reports to the Executive Director. The Museum Assistant is a part-time post that shall not exceed 25 hours a week. This position requires a valid driver's license and the occasional usage of a vehicle. Must be able to stand and sit for periods of time and lift 30 pounds unassisted.

Summary

Manages daily opening and closing procedures of the museum, and is the first contact for all visitors. Assists with other projects, events, and duties as assigned.

This position is for a Tuesday-Saturday schedule through the summer. Applicants **MUST** be able to work on Saturdays during summer months. Schedule is more flexible during the fall, winter, and spring with our seasonal hours.

Responsibilities

Prepares the museum for opening and receiving visitors

Answer phone calls in a professional manner and distribute phone messages to appropriate staff members.

Maintains a welcoming and neat lobby/gift shop area; keeps all tourism materials stocked.

Welcomes visitors and accepts admission money; makes change and operates the credit card machine.

Operates the cash register and maintains the drawer.

Receives deliveries and packages, and notifies museum staff.

Restock and clean the museum gift shop as needed.

Work with staff to schedule appointments and maintain the primary museum calendar.

Prepare communications, such as emails, invoices, reports and other correspondence as needed.

Maintain filing systems, both electronic and physical.

Writes on occasion for the museum blog.

Performs specific tasks that are components of exhibit planning, installation, and maintenance.

Assists in organization of and implementation of public programs such as workshops, education programs and special events; may assist in preparation of educational materials, promotional materials, and mailing lists.

Closes the museum at the end of the day; closes out the cash drawer and prepares daily deposit, turns off lights, etc.

Other duties and tasks as assigned.

Evaluation:

Wyoming is an at-will state and all positions are considered as such. Ongoing assessments of work will take place with a yearly evaluation occurring during the month of original hire.

Professionalism - Represent the Museum to the highest standard demonstrating museum values of respect, integrity, excellence, learning, and freedom of expression. Act as an ambassador of the museum at all times to peers, parents, teachers, attendees, and museum staff and volunteers. Work collaboratively with co-educators and volunteer coordinators to ensure smooth operations and exceptional customer service.

Organization - Use activity plans to prepare collaboratively with staff, prepare duties for volunteers, communicate with parents, staff, volunteers, and, on occasion, board members to ensure program needs are met, gather and prepare supplies for events.

Qualifications

Education:

High School Diploma or equivalent education

Skills:

Solid written and verbal communication skills

Ability to listen and problem solve

Fast learner

Ability to work without direct supervision, exercising considerable initiative, independent analytical and evaluative judgment.

Ability to interact and communicate with the public through customer service, tours and programs.

Knowledge:

Familiarity with Microsoft Office Suite preferred

Basic computer skills

To Apply:

Send resume, answered questions, three professional references, and consent to background and reference check to:

m.larrow@museumatthebighorns.org

Questions:

1. Why are you interested in working at the museum?
2. What aspect of the job are you most intrigued by?
3. How do you hope this job will help you grow professionally?
4. What is your favorite museum memory?