

PIPESTONE COUNTY HISTORICAL SOCIETY

POSITION: Museum Aide (Education and Research)

CLASSIFICATION: Part-time, hourly with additional hours available as directed by the Museum Director

SUPERVISION: Under the direct supervision of the Museum Director

NATURE OF WORK: Position is responsible for basic receptionist duties to assist museum visitors with exhibit, program and research information and sales of gift shop merchandise. Under the guidance of the Director, position researches, develops and presents educational programs and activities for the public. Also assists other museum staff in the collection and recording of membership fees and other income. Researches and composes articles and information for publications.

AUTHORITY: Hired by the recommendation of the Museum Director with the approval of the Historical Society Board.

BASIC QUALIFICATIONS:

- High school graduate/GED, or an equivalent combination of education and experience as deemed acceptable by the Pipestone County Historical Society Board.
- Experience in oral public presentations.
- Ability to work with a wide variety of geographical, ethnic and age groups as well as other museum staff.
- Experience working with the public preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Pleasant, welcoming manner in dealing with the public and co-workers.
- Ability to create interesting and organized educational programs and present to the public.
- Able to communicate effectively in both verbal and written form. Good telephone manner.
- Ability to effectively prioritize tasks, follow directions and produce a satisfactory amount of work.
- Adapts readily to new or changing situations and assignments.
- Uses time in an organized and productive manner.
- Demonstrates accuracy and dependability in dealing with museum funds.
- Familiar and organized with museum research archives.
- Familiar with museum computer programs.

SPECIFIC DUTIES/RESPONSIBILITIES: Includes, but not limited to the following:

Essential Duties:

- Receives the public and provides information regarding museum exhibits, programs and research facilities in person, by phone and email.
- Collects museum memberships, admission fees, ticket sales and gift shop sales and records amounts appropriately.

- Promotes educational opportunities of the Museum by researching, developing, scheduling and presenting programs to the public, including Good Samaritan nursing home, Ridgeview Estates assisted living, Falls Landing and schools. Consults with the Director to evaluate the effectiveness of the programs.
- Assists with fundraisers by preparing needed supplies and assisting with follow-up activities.
- Researches using museum archives to answer questions in person, by phone and by mail/email.
- Prepares monthly activity reports for the Director.
- Conducts tours of museum properties as directed.

Additional Duties:

- Assists in writing newsletter articles, researches and composes information for other museum publications.
- Assists in maintaining the clean and professional appearance of the museum.

Physical Requirements: In a typical day this employee walks a minimum of 1 hour, stands 1 hour and sits the rest of the time, or as required on any given day. Other demands include: (1) occasional bending/stooping, crouching, pushing/pulling; (2) occasional carrying/lifting of up to 10 pounds; (3) simple grasping/ fine manipulation with both hands; (4) frequent work at waist and chest height with office machines; (5) frequent need to hear normal conversation, see with far acuity and full field of vision; (6) continuous need to see with near acuity; (7) frequent need for verbal and written communication; and (8) must be able to climb stairs.

Approved: September 13, 2018