

MUSEUM ASSISTANT
(Part-Time)

General Statement of Duties: Performs routine clerical and secretarial work, as well as functions as a general assistant to the Director, in support of the Wyandotte Museums. Does related work as required.

Examples of Work: (Illustrative Only)

- Serves as a receptionist for the Director; i.e, answers telephone, gives general information in response to public inquiries regarding various museum program offerings and city information; takes messages for the Director and relays them promptly, greets visitors to the building when necessary, etc.
- Sorts, indexes and files materials; creates, maintains and organizes files and databases.
- Receives and processes mail.
- Receives incoming calls, determines nature and urgency of call and coordinates appropriate response.
- Receives money as payment for fees or bills for various Museum program offerings; is responsible for security of those funds, issuing of receipts and general processing according to established procedure and basic bookkeeping practices.
- Distributes information to the public regarding Museum special programs and events.
- Operates computer with knowledge of Microsoft Outlook, Word, Excel, and Internet Explorer at a minimum.
- Ability to type and compose a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy, and completeness. Ability to type at least 50 WPM.
- Operates copy, fax, calculator and other simple office machines. Should be able to troubleshoot equipment should there be any issues.
- Assists Director with various activities to care for and display the Museum's collections. This may involve, but is not limited to, exhibit installation, artifact transportation, accepting donations, accessioning and conservation of artifacts, etc.
- Assists Director with planning, coordinating, and facilitating the Heritage Events Series and other special events. This includes, but is not limited to, handling registration information, assistance with various mailings, booking vendors, and working day of the events, etc.
- Creates and maintains monthly tour schedule by contacting docents and scheduling around their availability. Also schedules special group tours.
- Solicits volunteers for museum events and programs, ensures that volunteers are appropriately trained/receive information to perform duties
- Works with Museum's volunteer workforce during Museum projects and special events.
- Work may include lifting objects.
- Handles emergencies if they arise on the premises or in the building.
- May be required to run errands such as go the City Hall or Post Office.
- Office hours are assigned at the discretion of the Museum Director and scheduled in advance. Occasionally, additional hours may be required on the weekends or evenings in preparation or facilitation of special programs including, but not limited to, the Heritage Event Series.
- Maintains Museum social media accounts by providing content and responding to users.

- Maintains and updates the Museums' website.
- As needed, assists the Special Events Office and Recreation in helping patrons and receiving and returning phone calls.
- Work is performed under the supervision of the Museum Director.
- Assists in the general upkeep of the campus, to include light housekeeping.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities: Experience in the operation of standard business/office tools and equipment listed above. Ability to communicate effectively verbally and in written work, and maintain discretion and confidentiality where appropriate. Superior organizational and problem solving skills. Ability to handle multiple priorities and strict adherence to deadline. Candidate must have a reliable form of transportation to and from work. Also, must have an interest in Museum programming, and an amiable and pleasant disposition, as he/she will be expected to maintain a positive and effective working relationship with other staff and the volunteer workforce, and act as an ambassador for the Museum amongst our residents. This position requires good physical condition as one is required to go up and down stairs with frequency. Must be 18 years or older at time of employment.

Acceptable Experience and Training: Some experience in secretarial/clerical work, preferred, but not necessary. Any equivalent combination/accumulation of experience and training which provides the required knowledge, skills, and abilities.

Hours of Work and Pay Rate: Part time, approximately 20 – 24 hours per week during normal business hours, with occasional weekend work required as pertaining to special programs and events. Pay rate is \$11 - \$13 per hour, based on experience.