

ASSISTANT TO THE DIRECTOR OF MUSEUMS AND CULTURAL AFFAIRS
(Part-Time)

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

Examples of Work: (Illustrative Only)

- Serves as a receptionist for the Director of Museums and Cultural Affairs, as well as the Special Events Office; i.e, answer telephone, give general information in response to public inquiries regarding various museum program offerings and city information, including Special Events; take messages for the Director and relay them promptly, greets visitors to the building when necessary, etc.
- Sorts, indexes and files materials; creates, maintains and organizes files and databases.
- Assists Director with various activities to care for and display the Museum's collections. This may involve, but is not limited to, exhibit installation and strike, 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 entertainment, 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, ensure that volunteers are appropriately trained/receive information to perform duties
- Works with Museum's volunteer workforce during Museum projects and special events.
- 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 and Special Events 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 Google Chrome 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.
- Operates copy, fax, calculator and other simple office machines. Should be able to troubleshoot equipment should there be any issues.
- Ability to operate a two-way radio used during special events.
- Work may include lifting objects.
- Position requires ability to climb up and down stairs.
- 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 and Wyandotte Street Art Fair social media accounts by providing content and responding to users.
- Maintains and updates the Museums' website
- As needed, assists the Special Events Office in facilitating events such as the Wyandotte Street Art Fair, annual parades, outdoor film series, etc.
- As needed during high traffic volumes, assists the Special Events Office in receiving and returning phone calls.
- Work is performed under the supervision of the Director of Museums and Cultural Affairs.
- Some weekend work required, although majority of schedule will be normal business hours.
- 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. Candidate must have a reliable form of transportation to and from work. Also, must have an interest in Museum programming, cultural resource management, 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 and/or museum 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, three days a week with occasional weekend work required as pertaining to special events. Pay rate is \$10 per hour to start.