JOB DESCRIPTION

# MUSEUM ASSISTANT

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| **Department:** | City Manager's Office | **Classification/Grade:** | **Part Time** |
| **Division:** | Museum | **FLSA Status:** | Non-Exempt |
| **Reports to:** | Museum Coordinator | **Date Approved:** | April 2004 |

***Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.***

## DEFINITION

Responsible for providing information to the public; assist in research, organization of the artifacts, tours of the Museum and perform work involving varied administrative, promotional and marketing duties, and creation of displays and community activities for both the Museum and the Museum's online presence..

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Interprets departmental policies to the public; develops and prepares routine and complex reports.
3. Provide information concerning the activities of the Museum to organizations, groups, and the general public.
4. Develop and coordinate publicity and marketing strategies for the Museum.
5. Collect, arrange, display, record and/or store historical artifacts, manuscripts, art work, photographs, flora, fauna, and other related items.
6. Clean and maintain exhibits, displays, materials and facility.
7. Assist in research on relevant data, reports, and historical source documents.
8. Be dependable and meet acceptable attendance requirements at all times.
9. Follow all applicable safety rules and regulations.
10. Under supervision, create displays, run community activities and social media.

## OTHER JOB FUNCTIONS

A. Perform other related duties as assigned.

## QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### Knowledge of:

- Good knowledge of modern principles and practices of historical museums.
- Principles of organization, administration techniques and museum management.
- Artifacts and exhibits associated with museum.
- Publicity, promotion and marketing techniques.
- Modern office methods, procedures and equipment.
- Proper writing skills including grammar, spelling, format and sentence structure.
- Planning, survey and preservation techniques.

- Computer usage including various applications of Excel, Word, Word Perfect and Access software.

**Ability to:**

- Present the museum and the arts as educational and civic assets to the community.
- Work cooperatively with fellow employees and the public and to speak effectively at public gatherings.
- Organize a number of programs within the museum.
- Oversee assigned facility, display creation, display and artifact maintenance and upkeep requirements relating to the museum.
- Represent the City and interact diplomatically with state and federal agencies, professionals and the general public.
- Communicate clearly, orally and in writing.
- Work with a wide range of individuals and groups.
- Prepare effective correspondence, reports, publicity and marketing materials.
- Conduct research work, and present proposals and reports in a clear and effective manner.
- Use modern office equipment including computer, fax, telephone, calculator, photocopies, etc.
- Use with proficiency Excel, Word, Word Perfect, Access software and PastPerfect (catalog software).

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Associate of Arts degree with emphasis in history, marketing, arts, communication or related field preferred.

Experience: One year of experience in supervisory or administrative work involving a historical agency, museum, or a similar organization or institution, including responsibility for exhibit preparation, public relations, marketing and research preferred.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

## WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communication in person or over the telephone; physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping.; have flexibility to work outside of scheduled work hours; ability to travel to off-site facilities for special events/programs as needed; must be able to carry/lift/push or pull loads of up to 25 lbs.; must be able to deal with difficult people and handle stressful situations.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised and approved: April 2004
October 2009
July 2011 (Department)
May 2015(Essential Functions)