

HAINES SHELDON MUSEUM

Haines, Alaska

Position Description

JOB TITLE: Museum Assistant (summer)

REPORTS TO: Museum Director, Community Coordinator, Exhibits/Collections Coordinator

SUPERVISES: Volunteers

GENERAL FUNCTION: This position performs museum operations under the direction of the Museum Director and Community Coordinator, assists with collections documentation and with other special museum projects as assigned, interprets local history.

POSITION RESPONSIBILITIES:

1. Assists the Director with collections documentation and research. Works with Pastperfect Software.
2. Responsible for the Museum when the only staff present, to supplement regular staff (early mornings, evenings, weekends, special events, etc.). This includes supervising volunteers and the ability to respond to emergencies.
3. Performs all duties of Reception and Museum Store positions as needed.
4. Interprets Museum exhibits and Chilkat Valley history, leading Museum tours as needed.
5. Assists the Director and other staff with special projects.
6. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This includes opening the Museum on weekends or odd hours for tours or programs, and performing certain tasks from another job description when that person is absent.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to effectively operate Museum's computer systems. Knowledge of Pastperfect Software and Adobe Graphics Suite.
2. Meticulous and thorough work habits.
3. Excellent public relations skills.
4. Ability to do historical research and write historical analysis.
5. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.
6. Excellent interpretive, interpersonal and oral and written communication skills.
7. Works well with others as part of a team.
8. Ability to understand and work within the special needs and requirements of a museum environment.

MINIMUM EMPLOYMENT GUIDELINES

1. High School diploma (minimum), College degree preferred, museums studies degree preferred.
2. Ability to use the Museum's computer programs including PastPerfect, the collections database.
3. Ability to work a flexible schedule that will sometimes include weekends, evenings and holidays.
4. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
5. It requires lifting and moving objects and other collection items with special care in accordance with acceptable museum standards.
6. Good general physical health including the ability to walk up and down stairs.

STATUS: Seasonal, 25-40 hours per week during summer.

BEGINNING SALARY: \$14.75 per hour.

BENEFITS: SBS in lieu of Social Security; PERS

- Membership optional in the Laborers Local 71 Union.