

SHELDON MUSEUM AND CULTURAL CENTER

Haines, Alaska

Position Description

JOB TITLE: **Museum Aide**

REPORTS TO: Museum Director, Operations Coordinator

SUPERVISES: Volunteers

GENERAL FUNCTION: This position conducts tours, interprets local history, and oversees or assists with museum operations and special museum projects as assigned.

POSITION RESPONSIBILITIES:

1. Responsible for operational functions of the Museum to supplement regular staff (evenings on large cruise ship days and other times as needed). This includes supervising volunteers and responding to emergencies.
2. Performs all duties of Reception and Museum Store positions as needed.
3. Assists Operations and Administrative tasks as necessary or as time permits.
4. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing certain tasks from another job description when that person is absent. This includes opening the Museum on weekends or odd hours for tours or programs.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements and characteristics listed below are representative of the knowledge, skills and abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to assume responsibility for Museum operations when on site.
2. Ability to work without supervision.
3. Must be punctual and be able to supervise volunteers.
4. Excellent interpretive, interpersonal oral and written communication skills.
5. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.
6. Ability to operate the Museum's computer programs.
7. Ability to understand and work within the special needs and requirements of a museum environment.
8. Works well with others as part of a team.

MINIMUM EMPLOYMENT STANDARDS

1. High school diploma or equivalent.
2. Ability to work a flexible schedule that will include weekends, evenings and holidays.
3. Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
4. May require lifting and moving objects and other collection items with special care as necessary for acceptable museum standards.
5. Good general physical health including the ability to walk up and down stairs.

STATUS: Regular/Seasonal. 14.75 hours per week for the 4 months of tourist season.

BEGINNING SALARY: **\$10.89** per hour.

BENEFITS: SBS in lieu of Social Security;

Membership in the Laborers Local 71 Union is optional.