

SHELDON MUSEUM AND CULTURAL CENTER

Haines, Alaska
Position Description

JOB TITLE: Museum Aide (all year)

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

SUPERVISES: Volunteers and Docents

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. Recruits, trains and schedules volunteers and docents. Ensures cards are sent for birthdays and illness or death.
2. Maintains the Museum's presence with available social media including monthly Mail Chimp e-newsletter, regular Facebook postings, Google calendar kept up to date, and radio and newspaper announcements, and posters around town.
3. Completes monthly environmental monitoring and maintains monitoring records for use with grants and consultants. Includes calibrating and downloading HOBO dataloggers, checking light fade cards, sticky traps and A-D strips.
4. 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.
5. Performs all duties of Reception and Museum Store positions as needed.
6. Distributes posters for programs, fundraisers, and special events.
7. Records volunteer hours and visitor counts monthly.
8. Assists Director and Operations Coordinator with a variety of tasks including preparation for and execution of fundraisers and special events, and semi-annual store inventory.
9. Fills in for Operations Coordinator when necessary including website updates and Museum Store and Reception cash out.
10. 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 and closing the Museum on weekends or odd hours for tours or programs. May assist with collections documentation and research as needed.

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 and docents.
4. Must be organized and neat and able to keep volunteer records and environmental monitoring records in order.
5. Excellent interpretive, interpersonal oral and written communication skills.
6. Good phone presence and outgoing personality necessary.
7. Knowledge of or ability to learn local history, Museum mission, and Museum exhibit interpretation.
8. Ability to operate the Museum's computer programs and comfortable learning new programs. Knowledge of Microsoft Word, and Excel necessary. Knowledge of Photoshop, Fireworks, Mailchimp, Dreamweaver or equivalent graphics, web design or e-newsletter programs desirable.

9. Ability to understand and work within the special needs and requirements of a museum environment.
10. 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 may 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. Requires 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, part-time. 25 hours per week during the summer (May-August) and 15 hours per week (September-April).

BEGINNING SALARY: \$11.00 per hour.

BENEFITS: SBS in lieu of Social Security; PERS; Holiday and Personal Leave pay with union membership.