

## **City of Cokato Job Description**

<b><u>Position Title:</u></b>	<b>Museum Assistant</b>
<b><u>Department:</u></b>	<b>Museum</b>
<b><u>Status:</u></b>	<b>Hourly, non-exempt, full-time (32 hours per week)</b>
<b><u>Reports To:</u></b>	<b>Museum Director</b>

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### **Summary**

The Museum Assistant serves as the primary assistant to the Museum Director. The specific duties will be as assigned by the Director, but will include the management of the museum's historical artifacts, including collections of the Akerlund Photo Studio. This position will also assist with museum tours and the design and setup of museum exhibits.

### **Essential Duties and Responsibilities**

- Collections management (cataloguing, preservation, database maintenance).
- Work with school tours and other groups.
- Assist with genealogical or other patron research.
- Able to work well with a diverse membership and patron base.
- Assist in organizing and working on special events hosted by the museum.
- Assists Director with planning and implementation of temporary and permanent exhibits.
- Occasionally supervises community volunteers, in the absence of the Director.
- Attends regular City Staff meetings.
- Occasionally attends state/regional/national historical/museum meetings and workshops as required.
- Assists Director with events during the Cokato Corn Carnival that help promote the visibility and stature of the Museum with the public.
- Assists maintaining museum garden.
- Occasionally may be asked to assist with City Hall.
- Other duties as needed and/or assigned.

### **Work Schedule**

- Regular work hours are set based on the needs of the Museum, and can change due to scheduled events or visitation hours for the public. Some evening, weekend, and holiday hours may be required. The City observes 10.5 paid holidays. Museum staff may observe these paid holidays on the actual holiday or on alternate days, as the needs of operation dictate, and subject to the Director's discretion.

### **Knowledge, Skills, and Abilities**

- Basic computer knowledge of Windows and Microsoft Office; training in Mac applications and Pass Perfect program helpful.
- Basic knowledge of photography and ability to work with specialized photo collections.
- Ability to work alone/unsupervised for extended periods of time.

- Willing and able to learn museum standards and practices and carry those out.

### **Education and/or Experience**

- Must be 18 years of age or older.
- Bachelor's degree or equivalent.
- Strong customer service skills.
- Ability to work independently.
- Ability to successfully pass physical, drug, and alcohol tests as well as background check.

### **Preferred Experience**

- Computer experience/experience in an office setting.
- Prior experience working with historical artifacts and specialized photo collections.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee must have the ability to lift and/or move up to 50 pounds when moving artifacts or setting up museum displays, sometimes with repetition. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an inside, temperature controlled environment. The employee may occasionally work in outside weather conditions and may be exposed to extreme cold, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

### **Reasonable Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.