

Job Title: Museum Assistant

A. SUPERVISED BY: Science Educator

B. SUPERVISES: Not responsible for supervision.

C. POSITION SUMMARY: This is a part time position consisting of approximately 25 hours per week. The Museum Assistant will help museum education staff to support, develop and evaluate district educational programming including, but not limited to, school and adult tours, Museum School, science demonstrations, planetarium shows, and Rensselaer Russell House Museum (RRHM) docent and other programs. This person will also assist at the front desk at all sites.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Support Education Team in running, developing and evaluating district wide programming.
2. Learn the basic tours and demos done in the district (RRHM tour, Native American, Pioneer Hall, Iowa Sullivan Brothers Veterans Museum tour, science demos done at Imaginarium, etc.).
3. Learn to operate Point of Sale (POS) system.
4. Help with re-enacting or assisting in activities during Museum School
5. Work front desk at all locations.
6. Help with other miscellaneous duties as necessary such as prep program material, cleaning, staff rental events, etc.

E. MARGINAL DUTIES:

1. Performs other duties as directed by the supervisor.
2. Assists staff in other areas of the museum when needed at direction of supervisor.
3. May work up to four Saturdays per month and alternates holiday schedules with other paid staff.
4. Works evenings as required.

F. MINIMUM REQUIREMENTS:

1. Education, Experience and Training: The minimum formal education of the Museum Assistant is a high school diploma. This employee must enjoy working with people of all ages. This position requires the use of normal office equipment. This employee must be flexible and be willing to work in all aspects of the museums programming. Week-end work will be required.
2. Physical Requirements and Demands: The Museum Assistant must be able to monitor Grout Museum activities in a building with two levels. The employee must be able to lift 25 pounds. This position requires a person with a high energy level.
3. Mental Demands: The position of Museum Assistant is a very visible position with high expectations placed upon the employee. This employee must be a person who pays attention to details and deadlines, who can work with people, who is able to set priorities and complete tasks within a broad framework as outlined by the Grout Museum District Employee who is running the program. The employee must be cooperative and flexible to respond to changing priorities.

G. WORK ENVIRONMENT: The work environment has excellent lighting and ventilation with a fairly constant temperature. There are some odors when certain programs are conducted or during exhibition construction. Occasionally there will be noise or loud sounds.

H. EQUIPMENT AND TOOLS: The Museum Assistant must frequently use normal office equipment, small hand tools, and science demonstration equipment. It essential this person is comfortable using a computer.