

Classification: Non-exempt

**Range: not rated
9.30/hr.**

City of Brush!

Museum Assistant

General Statement of Duties: Under the supervision of the Community Services Director. Performs duties pertaining to operations of the Museum.

Essential Functions:

- Providing excellent customer service to all visitors.
- Providing assistance in museum operations.

Examples of Duties:

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this position. Other duties and responsibilities are performed as assigned.

- Assists with cataloging inventory.
- Maintains records and files.
- Performs gallery maintenance.
- Enters data into computer.
- Answers public inquiries.
- Assists with grant writing.
- Helps process memberships.
- Prepares monthly statistical report for Trustees.
- Coordinates volunteers.
- Assists with special events and fundraising activities.
- Performs other duties as assigned.

Job Requirements and Difficulty of Work:

Ensure museum is open to the public according to posted hours of operation.

Strong verbal and organizational skills.

Effectively convey to the public the Brush history and collection significance.

Basic computer skills.

Willingness to work weekends.

Ability to deal with the general public and fellow workers in a cordial and professional manner.

Ability to follow complex oral and written directions.

Ability to maintain basic but accurate records on various work activities and work schedule.

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

The employee shall at all times demonstrate a friendly and cordial manner with customers.

Physical Requirements and Work Environment:

Work is primarily performed in an indoor environment within the Brush Area Museum and Cultural Center.

Employee is regularly required to use hands and fingers and to reach with hands and arms.

Ability to reach overhead, climb, stoop and kneel.

Requires ability to handle multiple concurrent tasks and interruptions. Subject to frequent public contact and interruptions.

Requires lifting 25 pounds or less.

Education:

High School Education or equivalent