

Position Title: Museum Worker

Accountable To: Museum Director

Department: Museum

Job Grade: Part-Time, Non-Exempt

Position Purpose:

Under direction from the Museum Director, the Museum Worker assists the museum director to research, design, develop, and implement exhibits and cultural and educational programs at the Universal Laboratories facility. The Museum Worker provides administrative support for the Dassel Area Historical Society Board of Directors and performs special assignments as directed.

Qualifications:

1. High School Diploma or GED Equivalent.
2. Experience with Microsoft Windows. Experience with Microsoft Office software.
3. Excellent English oral and written communication and research skills.
4. Possession of a Minnesota Class D Driver's License or ability to obtain 6 months after date of hire.
5. Successful completion of criminal history and Fair Credit Reporting Act background checks.

Physical Requirements:

1. Frequent sitting & standing.
2. Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
3. Physical ability to read reports, correspondence, computer screens and other documents.
4. Required use of fine motor coordination and manual dexterity to write, type and enter data on a computer and to operate office machines.
5. Ability to hear and speak when conversing in person or by phone.

Working Hours & Conditions:

1. Position will have flexible hours, which may include weekends.
2. May be required to work additional hours as necessary in an emergency.
3. Works in well-lighted, well-ventilated building.
4. May be exposed daily to normal office fumes, normal office dust, normal office chemicals (i.e. toner cartridges) and normal office noise.

Knowledge, Skills & Abilities Required:

1. Basic knowledge of the Dassel area and Meeker County history.
2. Ability to communicate effectively and establish effective working relationships with City staff and the public.
3. Ability to handle public contact with a high degree of tact, courtesy, confidentiality, and sound judgment.
4. High level of written and interpersonal communication skills.
5. Strong organizational skills with attention to detail and accuracy.
6. Ability to work independently with minimal supervision.
7. Ability to gather, organize, and present a variety of data and information.

Essential Job Duties:

1. Assists in organizing, coordinating and administering activities of the Dassel Area Historical Society and the Universal Laboratories facility.
2. Assists in the construction, maintenance and installation of permanent and temporary exhibits about the history of the Dassel area and Meeker County.
3. Conducts tours for civic organizations, educational institutions and individual public interests.
4. Works with donors on receiving and organizing donated items.
5. Assists with the preparation of the Dassel Area Historical Society newsletter and fundraising materials.
6. Assists in the general maintenance, housekeeping and for the security of the Universal Laboratories facility and its grounds.
7. Works closely with the Museum Director and the Dassel Area Historical Society.
8. Completes other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. All requirements and duties listed are subject to change at any time.

Adopted by the Dassel City Council on the _____ day of _____, 20__.

City Clerk/Treasurer

Date