

Job Title: **Museum Assistant**

Department: Museum

Supervisor: Museum Director/Supervisor



Classification: **Non-Exempt**

Division:

Effective: 1/05/2024

---

## **I. JOB SUMMARY**

Performs a variety of office support activities with the museum collections, public programs/events, and general museum operations including a variety of clerical functions. In addition, the Museum Assistant serves as the point of contact for visitor services in-person and over the phone. The individual is expected to have daily contact with the public and provide thorough support services in customer service, tours, programs, and events as needed. The individual will also be responsible for all other duties as assigned by Museum Director/supervisor when needed

## **II. EDUCATION REQUIREMENTS**

- High School diploma or G.E.D required
- Some College in related field of study or two to three years of experience in a role with similar or related responsibilities preferred

## **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat, well-groomed, professional appearance.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Applicant must have weekend and evening availability

## **IV. SKILL AND ABILITY REQUIREMENT**

- Ability to communicate effectively in the Spanish and English language.
- Ability to deal with public relations issues and citizen inquiries tactfully, courteously, and in a business matter.
- Ability to perform tasks with minimal supervision.
- Must be proficient in working with computers and other general office equipment and technology.
- Must be open and able to learn and operate new technology.
- Must be knowledgeable in Microsoft Word, Excel, PowerPoint, and E-mail
- Passion for History and a keen understanding of Mission Historical Museum's vision and mission
- Excellent writing, communication, and presentational skills.
- Ability to work with children and adults of all ages
- Data Entry skills preferred



- Ability to have problem-solving skills and handle multiple tasks simultaneously and with organization
- Ability to establish and maintain effective working relationships with the Mission Historical Museum Board of Directors, office staff, city departments, elected officials, and the public.
- Ability to work well with others in team situations; adaptable to change and able to work under stress.
- Honesty and integrity are essential.
- Ability to handle special projects of diverse nature as assigned
- Preferred skills with Adobe Software (such as Adobe PDF, Adobe Photoshop, Adobe Express, and Adobe Premiere Pro) and QuickBooks.
- Ability to make decisions based on available data/criteria, laws and regulations, and Museum and/or city policy

## **V. ESSENTIAL JOB FUNCTIONS**

- Work closely with all museum units to include exhibits, collections, programs, and museum operations
- Knowledge of museum practices, museum education standards, city government functions, and event planning
- Answer telephone calls with a clear, courteous, and professional tone, as well as record and/or direct calls efficiently
- Receive visitors, answer questions as appropriate, and direct them to the appropriate destination
- Assist in prepping and set-up of the venue(s) for programs and events
- Assist in museum program/event functions as assigned
- Maintain comprehensive files, records, documents, and plans related to the operations of the Museum
- Type letters and prepare documents as requested and within the time frame specified
- Receive, sort, stamp (with time and date), incoming information (complaints and correspondence), and distribute mail, and other correspondence within the office
- Data entry into the computer as directed by museum collections
- Prepare letters and packages for mailing
- Copy documents, utilizing office copying equipment as directed
- Fax and email information to different departments or vendors

## **VI. NON-ESSENTIAL JOB FUNCTIONS**

- Assist with and attend community/special functions coordinated through the city and other related entities.
- Undertake projects as assigned by the Museum Director/Supervisor.

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer, Postage meter
- Fax machine, Personnel Policy Manual
- Camera (digital & video), Projectors
- Computer keyboard
- Computer software (Microsoft, Adobe)
- Exhibit technology

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Extreme heat (non-weather)	X			
Extreme cold (non-weather)	X			
Outdoor weather conditions		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

**IX. MANUAL DEXTERITY**

Both fine and gross hand movements are required to perform job duties. Fine finger dexterity is performed frequently to type reports and to document handwritten notes. Gross hand movements are required to grip boxes in order to store them.

**X. PHYSICAL DEMAND ANALYSIS****MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Boxes, books, & material to provide information to the public.
	6-10 lbs	<b>O</b>	Boxes
	11-20 lbs	<b>O</b>	Boxes
	21-25 lbs	<b>O</b>	Floor to knuckle and shoulder - file boxes.
	26-50 lbs	<b>O</b>	Equipment and materials for presentations.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Equipment to take pictures
	6-10 lbs	<b>O</b>	Boxes
	11-20 lbs	<b>O</b>	Equipment for video purposes.
	21-25 lbs	<b>O</b>	Boxes
	26-50 lbs	<b>O</b>	File boxes or computer paper boxes.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSHING/PULLING</b>	Up to 5 lbs	<b>F</b>	File cabinet drawers to put away and retrieve files.
	6-10 lbs	<b>F</b>	File cabinet drawers to put away and retrieve files.
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never    O-Occasional 1-33%    F-Frequently 34-66%    C-Constant 67-100%**



### NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Step stool to retrieve documents (two steps) up and downstairs 3-4 times to deliver reports, bills or correspondence-one flight of stairs.
<b>STOOPING</b> (bending at waist)	<b>F</b>	To pick up boxes of files to review data and to organize museum supplies
<b>KNEELING</b> (one or both knees)	<b>O</b>	Check a display and organize museum supplies
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	To retrieve daily correspondence and agency files and organize museum supplies
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>F</b>	Within desk area and file cabinet. Partial to full arm extension.
<b>TWISTING/TURN</b> (rotation)	<b>O</b>	180 degree to access printer and retrieve files.
<b>HANDLING</b> (manipulated objects)	<b>O</b>	Typing letters, memos and statistical reports.
<b>STANDING</b>	<b>O</b>	Fax documents, retrieve clerical supplies, clerical, reference books at shoulder level.
<b>WALKING</b>	<b>O</b>	Within office and other offices within department-up to 50' and between two buildings 100'
<b>SITTING</b>	<b>C</b>	Answering phones, reviewing correspondence, scheduling area, utilizing computer.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Typing letters, memos and statistical reports.
<b>GRASPING</b> (whole hand activities)	<b>O</b>	Grabbing file boxes.

**N-Never    O-Occasional 1-33%    F-Frequent 34-66%    C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date