



<b>Position Title:</b>	Museum Assistant
<b>Type:</b>	Permanent
<b>Classification:</b>	Non-Exempt, full-time
<b>Reports To:</b>	Brit Clark, Executive Director
<b>Wage:</b>	\$20.00 per hour

### **Position Description: Museum and Programs Assistant**

Reporting to the Executive Director, the Museum Assistant is responsible for supporting the Executive Director and staff with office administration, event support, volunteer management, guiding tours, assisting with marketing and social media, as well as general support and visitor services. The Museum Assistant must also be a positive and friendly 'first face' to our public and be able to work well in a professional, collaborative team environment. The Museum Assistant must demonstrate an appreciation for Montana history and standard museum ethics and practices.

Must have excellent communication and organization skills.

The Museum Assistant is expected to work a minimum of 40 hours per week, year-round. The museum assistant Employment is subject to a 12-month probationary period from the date of hire.

### **Minimum Qualifications**

- High school degree or equivalent.

### **Preferred skills and Qualifications:**

- A background in office administration, museums, nonprofits, or a similar field.
- Certificate, associate, or bachelor's degree in history, nonprofit administration, museum studies, public history, or a similar field.
- Familiarity with Microsoft Office Suite and PastPerfect software.

### **Essential Job Duties and Responsibilities**

#### **Administrative Support:**

- Assist the director in the scheduling and management of private event rentals.
- Assist in the scheduling of docents and volunteers.
- Assist the director in editing grants, letters, and other forms of written communications.
- Assist the director in light bookkeeping tasks.
- Manage office technology and point of sale devices.

#### **Events Support:**

- Attend museum events and assist staff with set up, implementation, and take down.
- Assistance with social media, and other marketing materials as directed by the Executive Director.

**Collections and Tour Support:**

- Memorize the museum tour script and serve as a tour guide (docent) to people of all ages and backgrounds.
- Organize and catalogue artifacts (accession) and enter data into museum database.

**Volunteer Support:**

- Assist director in the recruitment and management of volunteers throughout the year.
- Plan staff, volunteer, and board incentives and events under the discretion of the director.

**Other duties:**

- Assist gift shop manager with ordering and inventory.
- Other museum event and programs duties as assigned.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Conrad Mansion does not have an elevator. While performing the duties of this job, the employee is required to climb stairs multiple times per day, stand for a three-hour duration, walk, lift, and stand on ladders. The employee is required to sit and stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

**Additional Requirements**

- Must have valid Montana driver's license, proof of valid insurance, an insurable driving record and reliable transportation.
- All candidates are subject to a pre-employment, 7-year lookback criminal background check.

**To Apply:**

- Email a cover letter and resume to [info@conradmansion.com](mailto:info@conradmansion.com). Applications will be reviewed beginning April 7<sup>th</sup>, 2025. No phone calls please. Position open until filled.