

# Elkhorn Valley Museum

515 Queen City Blvd. | Norfolk, NE 68701 | 402-371-3886 | elkhornvalleymuseum.org

## Position posted: August 8, 2018

**Title:** Collections and Education Assistant

Full-time

**FLSA Classification:** hourly non-exempt

**Supervisor:** Executive Director

**Summary:** The Collections and Education Assistant will perform a wide-variety of duties related to museum operations, collection care, educational programming, and customer service that support EVM's mission; will work with the Executive Director in support of special projects, programming, and exhibits; will be responsible for the following: processing new artifact donations; administering monthly membership renewal paperwork; contributing to exhibits, newsletter, and social media.

### Essential Job Functions:

#### Public Relations Responsibilities

- Provide museum visitors with a warm and professional greeting.
- Take admission fees and make gift shop sales.
- Promptly answer the telephone.
- Receive and reply in a timely, professional, and courteous manner to calls and emails.
- Represent the museum in a professional and congenial manner when dealing with members, guests, and the public.
- Assist with museum programs, tours, and special events, which include outdoor components.
- Promote and process rentals of the Community room, Lueshen Bird Library, and Verges Park.
- Assist with research and literature related to exhibits.
- Mail monthly membership renewal reminders, update membership information in PastPerfect, and mail new membership cards and information.
- As requested by the Executive Director, author social media posts and assist with newsletter.

#### Physical Asset Responsibilities

- Coordinate with potential donors to receive new artifacts, including all appropriate paperwork.
- Catalog new artifacts in the PastPerfect database and in the paper file.
- Attend monthly Artifact Committee meetings.
- Document, maintain, and organize artifacts (objects and photos) and library materials as directed by the Executive Director. This work must be carried out in a consistent, accurate, thorough, and timely manner and in consideration of the long-term best interests of the museum and the preservation of the history of the Elkhorn River Valley.
- Assist with installation and de-installation of rotating exhibitions.
- Assist with object movement in changing permanent collection displays.

#### Board and Executive Director Responsibilities

- Work cooperatively with the Elkhorn Valley Historical Society, inclusive of its Board of Directors, staff, volunteers, and membership, to preserve and present the history of the Elkhorn

River Valley, provide resources to the communities and people served by the museum, and ensure the sustainability of the museum.

- Follow and enforce all policies and procedures of the Elkhorn Valley Historical Society.
- Make recommendations to the Executive Director regarding improvements to processes, assets, etc. that would benefit the museum.
- Contact the Executive Director if there is a significant problem, potentially significant problem, or a problem that exceeds the authority or capacity (i.e., physical or knowledge-based) of the Museum Assistant.

#### **Additional Job Functions:**

##### **Staff and Volunteer Responsibilities**

- Assist or work in lieu of employees and volunteers as needed.

##### **Physical Asset Responsibilities**

- Open and close the building, including unlocking the museum and turning on exhibit lights and videos, as needed.
- Turn the building alarm system off in the morning and on at the end of each work day as needed.

##### **Miscellaneous Responsibilities**

- Perform other duties as assigned.
- This job requires working some Saturdays.

**Credentials Required:** Bachelor's degree in a related field, such as history, anthropology, education, museum studies, etc., or 2+ years of related experience is required. Familiarity with the internet, email, Facebook, Microsoft Word, Microsoft Excel, and Microsoft Publisher is required. Ability to effectively, professionally, and courteously communicate and interact with visitors, callers, staff members, volunteers, and Board members is also required. Experience with database entry is preferred. Previous experience cataloging and handling artifacts preferred.

**Physical Demands:** The physical demands described herein are representative of those that must be met by an employee in order to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs and ladders; balance; stoop, kneel, crouch, or crawl; talk; and hear. The employee must occasionally lift and/or move (push and/or pull) up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **To apply:**

**Please send a cover letter, CV, and three professional references to JoBeth Cox at [jobeth@elkhornvalleymuseum.org](mailto:jobeth@elkhornvalleymuseum.org). Submissions will be accepted until the position is filled.**