

BESSER MUSEUM: MUSEUM ASSISTANT

Job Description: Besser Museum is currently seeking a highly organized and proactive individual to fill the role of Museum Assistant. As the Museum Assistant, your ability to multitask, attention to detail, and strong interpersonal skills will be essential in ensuring the smooth operation of the museum and facilitating effective communication.

Status: This is a full-time position: 40 hours a week. Qualified candidates must be available to work Saturdays 10am – 4pm. Occasional evenings as needed. Compensation starts at \$15/hour plus benefits.

Purpose: The Museum Assistant is responsible for helping museum staff in all areas of museum operations when and where needed. This position will help advance Besser Museum's mission to collect, preserve, interpret, and exhibit authentic articles and artifacts of art, history, and science to inspire curiosity, foster community pride, and cultivate personal legacy.

Skill and Knowledge Requirements:

- High School diploma required, college coursework or bachelor's degree preferred.
- Ability to communicate effectively both verbally and in writing with children and adults of all ages.
- Proficient in Microsoft Office Suite software.
- Proficient in social media: Facebook, Instagram, Twitter, etc.
- Proficient in working with money, operating a cash register, handling purchases, customer services.
- Comfortable presenting and speaking in public forums.
- Ability to create exciting learning experiences for students of all ages.
- Friendly and cheerful approach to museum visitors and other team members.
- Possess and demonstrate solid organizational and administrative skills.
- Ability to learn new skills.
- Ability to be flexible, ability to adapt to unexpected circumstances and changes.
- Ability to follow directions and work independently on daily tasks.

Essential Functions:

- Perform work duties in all areas of the museum:
 - **Guest Services:** work at the front desk, handle store transactions, admissions, answer phone calls, maintain an up-to-date knowledge of the museum's collections, exhibitions, and programs to effectively assist visitors and respond to inquiries. The qualified candidate will spend the majority of their work day located at the front desk working on all assigned duties.
 - **Outreach:** assist with developing and hosting school field trips, museum events, special programs, help with social media, newsletters, and volunteer training.
 - **Assist the Director** with day-to-day operations when needed.
 - **Collections:** become proficient with Past Perfect software, conduct research, gather information, data entry.
 - **Facility:** daily basic cleaning tasks, weeding and watering flowers, cleaning historic buildings for Log Cabin Day and Fall Harvest event, sweep/mop floors, windows, and dusting display cases when needed,

Physical Requirements: While performing the duties of this job, the employee is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Apply: Send resume to cwitulski@bessermuseum.org or mail to Besser Museum, 491 Johnson Street, Alpena, MI 49707.