



<b>Job Title:</b>	<b>Museum Assistant (Part-Time)</b>	<b>Department/Loc:</b>	<b>Museum</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>May 31, 2022</b>
<b>Reports To:</b>	<b>Museum Curator</b>		

**Position Summary**

The Cayce Historical Museum is looking to hire a part-time Museum Assistant who will provide visitor services, help with museum programming and events, help with organizing and cataloging museum archival and collection materials, and help with creating and building museum exhibits. This candidate must have excellent oral and written communication skills, enjoy working with people, and be an ambassador for promoting the history of the Cayce area.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Greets, assists and directs customers, clients or the general public; answers phones, screens and/or directs calls and takes messages; serves as department representative; provides assistance or information.
- Programs: Assist with preparing and putting on museum programs/events
- Collections: Works on organizing and cataloging museum archival and collection materials
- Exhibits: Help with creating and building museum exhibits

This position must have flexible working hours and must work some Saturdays, Sundays and evening hours.

**Position Responsibilities - Non-Essential/Other**

- Other duties as assigned

**Essential Skills and Experience**

- Bachelor’s degree (preferred) or working on earning a degree
- 2+ years of relevant experience in a museum setting (preferred)
- Must have excellent time-management skills
- Be detailed oriented
- Be self-motivated
- Be proficient in computer skills (MS Office, adept at social media)
- Have strong interpersonal skills with the ability to interact with visitors, other staff, and City personnel



**Beneficial Skills and Experience**

- Knowledge of museum exhibits, collections and historical artifacts.

**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

- |                 |            |                        |              |
|-----------------|------------|------------------------|--------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently   |
| • Walk          | Frequently | • Climb                | Occasionally |
| • Stand         | Frequently | • Crawl                | Occasionally |
| • Handling      | Frequently | • Squat or Kneel       | Occasionally |
| • Reach Outward | Frequently | • Bend                 | Frequently   |

**Lifting Requirements**

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|---------------------|--------------|-----------------|-----|
| • 10 pounds or less | Frequently   | • 51-100 pounds | N/A |
| • 11-20 pounds      | Occasionally | • >100 pounds   | N/A |
| • 21-50 pounds      | Occasionally |                 |     |

**Pushing and Pulling Requirements**

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|---------------------|--------------|---------------------|-----|
| • 12 pounds or less | Frequently   | • 41 to 100 pounds  | N/A |
| • 13 to 25 pounds   | Occasionally | • > than 100 pounds | N/A |
| • 26 to 40 pounds   | Occasionally |                     |     |

**Definitions**

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|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • <b>C</b>   | Constantly     | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)        |

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

**Salary: \$16.00 per Hour**

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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