

Cayce Historical Museum Assistant (part-time)

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 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.

Hours, Pay and Benefits

\$12.00 per hour

Approximately 25 hours a week - Applicants may be asked to work some evenings and weekends for special events.

This position contributes to the SC Retirement Systems and is not eligible for additional employee benefits.

Position Responsibilities:

- *Visitor Services Duties: Answering phones and leading museum tours as needed
- *Programs: Assist with preparing and putting on museum programs/events
- *Collections: Work on organizing and cataloging museum archival and collection materials
- *Exhibits: Help with building museum exhibits

Qualified Candidates will have:

Bachelor's degree 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
Have a positive team attitude

EEO Statement:

The Cayce Historical Museum is a Department of the City of Cayce.

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants must send a completed application, resume/CV and cover letter to:

Lynn Dooley, Director of Human Resources at ldooley@caycesc.gov

Apply before November 1, 2021.

Questions may be directed to Andy Thomas, Museum Office and Communications Associate, at athomas@caycesc.gov.

City Employment Applications are available on the city website: www.caycesc.gov