



Dacotah Prairie Museum

A Department of Brown County

21 S Main St, Aberdeen SD 57401

605.626.7117 * dacotahpraiemuseum@gmail.com

Classification: Museum Intern, Collections

Wage: \$13.50/hour

Department: Dacotah Prairie Museum

Reports to: Museum Director/Curator of Collections

FLSA: Non-Exempt

Opening date: 06.13.2024

Closing date: until filled

JOB DESCRIPTION

Summary/Objective:

To assist the Curator of Collections with artifact and archive management.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with cataloging new artifact donations
- Inventory of current collections
- Conduct condition reports on artifacts
- Assist with research requests from staff and the public
- Update electronic catalog records in PastPerfect®
- Provide additional support to other departments where needed (exhibits, education, front desk, etc.)

Competencies:

- Interest in history and behind-the-scenes operations of museums helpful
- Computer proficiency, including Microsoft Office and familiar with databases
- Ability to learn collections processes and willingness to ask questions
- Ability to perform tasks independently

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- Typical office environment.
- Attire is business casual depending on activities.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.

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- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

Position Type / Expected Hours of Work:

- Part-time; Hours: Monday – Friday, flexible schedule between 9:00 a.m. - 5:00 p.m.
 - o Up to 185 hours available
 - o Hours will vary occasionally depending on the task based on a 15–20-hour week
- Some weekend and evening events
- Tentative dates: Sept to November

Travel:

- There is no travel outside of Aberdeen associated with this position.

Education and Experience:

- High School diploma or equivalent.
- Preference given to applicant enrolled in a college or university degree program.
- Working knowledge of Microsoft Office products.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Preferably 18 years of age and permitted to work in the U.S.
- Possess or be able to obtain a valid SD driver’s license.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume to:

- Dacotah Prairie Museum
Attn: Director
21 S Main St
Aberdeen, SD 57401

or

- Email: dacotahprairiemuseum@gmail.com