



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
Erica.Coughlin@browncounty.sd.gov
Phone: 605.626.7109; Fax: 605.626.4010
www.brown.sd.us

Classification: Marketing Intern, summer

Wage: \$12.00/hour

Department: Dacotah Prairie Museum

Reports to: Museum Director

FLSA: Non-Exempt

Opening date: 04/23/2021

Closing date: 05/07/2021

JOB DESCRIPTION

Summary/Objective:

Primary job responsibilities are coordination and implementation of social media postings, marketing, some limited graphic art and videography creation, event planning, gift shop assistance and general museum department assistance that furthers the promotion of the museum and its programs.

Essential Functions:

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

- Coordination and monitoring of all social media platforms, online calendars, tourism and community website listings for current and accurate information.
- Assist with planning, marketing and executing museum events, camps and programs.
- Work with the public in the museum's gift shop, assist with staging and marketing/advertising.
- Assist the Collections, Education and Exhibits departments as needed to promote the museum.
- Office skills should include: customer service skills, answering phone calls, computer skills (Microsoft suite), spreadsheets, and miscellaneous office procedures.
- Operate Point of Sale program in gift shop.

Competencies:

- Communicating effectively in oral and written forms.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Agency regulations, policies, office administrative processes and procedures.
- Safety, security and first aid policies and procedures.
- Use of specified computer applications, including graphic art/editing programs.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

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

An Equal Opportunity Employer

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.
- 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 Between 150-180 hours available
 - o Hours will vary occasionally depending on the task based on a 15-20 hour week
- Tentative start date: 05/17/2021 through 07/30/2021

Travel:

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

Education and Experience:

- Must be 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
- 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 or Brown County application to:

- Brown County Human Resources
25 Market St
Aberdeen, SD 57401

or

- Email: Erica.coughlin@browncounty.sd.gov