



Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

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www.brown.sd.us

Classification: Office Assistant - Museum

Wage: \$14.00/hour

Department: Dacotah Prairie Museum

Reports to: Museum Director

FLSA: Non-Exempt

Opening date: 04/20/2022

Closing date: Until filled

JOB DESCRIPTION

Summary/Objective:

The Dacotah Prairie Museum, permanent learning center in service to all people is committed to the continued growth of its collection of material evidence representing the ongoing history of its region. This collection will be used by present and future generations to study and interpret lives and accomplishments of previous generations inhabiting the Dakota Prairie. Through these endeavors the Museum will continue to advance itself as a cultural, educational, and economic asset to Brown County and South Dakota.

This position will maintain and facilitate the flow of the museum admin office, coordinate volunteers for the front desk and events, manage the gift shop and its inventory, and participate in events and occasional weekend hours.

Essential Functions:

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

- Provide clerical and administrative support to the Museum Director and other staff.
- Recruit and schedule volunteers for front desk shifts and for special events. Hours are recorded in the museum's database software, PastPerfect.
- Purchase, display, and inventory stock for the museum's gift shop. Establish accounts with vendors, pay invoices, and label new merchandise using the Quick Books' Point of Sale software. Train staff and volunteers on the POS.
- Record meeting minutes for the museum and foundation board meetings.
- Record and maintain the foundation's and gift shop's accounts using Quick Books.
- Maintain and make copies of handouts for exhibit materials and other workshop and event materials.

An Equal Opportunity Employer

- Assist in planning and participate in workshops, camps, events, and open houses to include but not limited to scheduling volunteers, moving and setting up canopies, benches, tables, chairs and decorations, procuring and setting up refreshment/treat stations, cleaning, and some costuming may be involved.
- Give tours, which requires learning the tour script and becoming knowledgeable about each exhibit in order to answer questions.
- Will be responsible for opening the museum on weekdays, operate (and sometimes contact) electronic security system, and report any exhibit or public space needs to the appropriate department.
- Staff the DPM gift shop as needed if no volunteer is available and on rotating weekends with other staff. Answer phone, direct calls or take messages for other staff members; meet and greet the public, provide assistance to museum guests by answering questions, make sales, handle cash and credit card transactions. Open and close the museum on weekend shifts, operating an electronic security system.

Competencies:

- Decision making.
- Good listening skills.
- Excellent organizational skills.
- Ability to use a digital camera and take photographs.
- Attention to detail.
- Good team working skills.
- Excellent research skills.
- Use of specified computer applications.
- Performing basic office support work.
- Principles and techniques of public relations and customer service, both in person or over the phone.

Supervisory Responsibility:

- This position is responsible for the recruitment, training, and scheduling of a diverse group of volunteers.

Work Environment:

The Dacotah Prairie Museum is a public institution serving audiences of all ages, educational levels, and interests. Staff must be flexible, friendly, courteous, and able to provide excellent service to all museum guests whether face-to-face or behind the scenes.

- Works in well-lit and climate-controlled office.
- Uses Word, Excel, Publisher, PastPerfect, Quick Books, the internet, copier, phone, scanner, adding machine, and other office equipment.
- May sit at desk or stand for an extended period of time.
- Teamwork oriented work environment.

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 word.
- 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; 25 hours a week, Monday – Friday, schedule may vary but will revolve around the opening routine of the museum on a daily, weekday basis.
- Occasionally work during events and weekend hours. During weekend shifts, will be responsible to independently open and close the museum, work with an electronic security system, and staff the gift shop.

Travel:

- Periodic travel may be necessary for this position.

Education and Experience:

- College degree (2 or 4 year) preferred and/or equivalent experience working in a public institution or office setting that encompasses the previously mentioned skills.

Required Certificates, Licenses, and Registrations:

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

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- 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