

Title: Museum Assistant

Part Time (20 hours/week)

Salary: \$12/hour

Amelia Earhart Birthplace Museum – Organization Description

The Amelia Earhart Birthplace Museum is a non-profit organization focused on telling the narrative of Amelia Earhart and Atchison, KS. Located in Atchison, KS, the museum invites visitors to learn more about the famous aviatrix and the people and places that supported her.

The Museum holds two main collections: Museum Collections and Museum Archives. The Museum Collections holds items relating to Amelia Earhart while the Museum Archives holds material relating to the history of the Museum.

Summary

The Museum Assistant at the Amelia Earhart Birthplace Museum is a position that involves interacting with visitors of all ages and backgrounds to ensure their experience is educational and enjoyable. Further, the Museum Assistant works with every department of the Museum to aide in a variety of projects and undertakings, including, but not limited to, data entry, cleaning, and research.

Duties and Responsibilities

1. Greeting visitors and beginning self-guided tours
2. Giving guided tours, including individuals, field trip groups, and adult tour groups
3. Taking admission and gift shop payments
4. Preparing online orders for shipment
5. Restock gift shop shelves and report low stock to Gift Shop Manager
6. Ensure general cleanliness of museum, including dusting, vacuuming, sweeping, and cleaning glass
7. Assist Collections Manager in moving and handling artifacts
8. Answer questions about the museum, its collections, and Amelia Earhart from visitors

9. Any other tasks as assigned by Museum Management

Minimum Job Requirements

- High School Diploma or GED

Knowledge, Skills and Abilities

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.
- Ability to foster a cooperative work environment.
- Employee development and performance management skills.
- Working knowledge of basic computer skills, including but not limited to Google Suite and Microsoft Office
- Ability to use independent judgment and to manage and impart information to a range of visitors.
- Customer service and handling payments

Working Conditions and Physical Effort

- No or very limited exposure to physical risk.
- Onsite job. The job requires you to be at the museum. Certain activities can be performed at home if needed.
- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds and/or standing and/or walking an average of four (4) hours per day and walking up and down stairs.

The Amelia Earhart Birthplace Museum is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Please send resume and cover letter to Heather Roesch, Museum Director, at director@ameliaearhartmuseum.org