

JOB DESCRIPTION

Museum Assistant The History Museum of Hood River County

Summary

The Hood River County Heritage Council seeks a qualified Museum Assistant to provide administrative and clerical support for The History Museum of Hood River County. This position works closely with the Executive Director, assisting in all aspects of day-to-day operations. The successful candidate needs to be personable and diplomatic, a quick learner, and comfortable working within a small team. Reliability and professionalism are essential. The dynamic nature of this role requires the ideal candidate to have exemplary time management skills, multitasking capabilities, and organizational skills. The candidate must have skill in engaging with people of all ages, individually or in groups. Independent judgment is key to plan, prioritize, and organize a diverse workload.

Duties

- Manage social media pages including Facebook, Instagram, Twitter and other platforms
- Assemble and maintain confidential and sensitive information related to museum stakeholders via contact management software
- Handle correspondence, including incoming calls, emails, and letters. Respond to regularly occurring requests for information.
- Perform website maintenance and regular content updates
- Facilitate mailings and communications
- Assist Executive Director in curatorial work for exhibitions, including research, writing, design, and installation
- Assist Executive Director in outreach activities and educational programming, including tabling at local events, leading museum tours for school groups, and staffing museum events

Secondary or Occasional Duties

- Operate point of sale system to sell admissions, memberships, and gift shop items.
- Provide orientation and/or museum tours to visitors
- Maintain and build gift shop merchandise inventory
- Assist in planning events

Qualifications

- Excellent interpersonal and verbal communication skills
- Ability to problem solve, prioritize, multi-task, and work independently
- Excellent writing, editing, and proofreading skills
- Proficient knowledge of Microsoft Office Suite and Google Workspace
- Knowledge of standard office administrative practices and procedures
- Attention to detail and accuracy with data entry
- Enthusiasm for helping people and for the Museum's mission and vision.
- Experience working with a volunteer workforce
- Familiarity with the museum industry or an arts and culture organization is a plus
- Positive attitude, resourceful, with a guest-centered focus
- Available for occasional evening and weekend work

Physical demands

Must be able to stand and sit for extended periods of time and be able to lift up to 30 pounds. May require bending, standing, pushing, climbing ladders, and using hand tools.

Reports to: Executive Director

Salary: \$18-20/hour depending on experience

Hours: Part time, up to 30 hours a week

To apply: Email your resume and cover letter to director@hoodriverhistorymuseum.com

Position open until filled. Review of applications will begin on September 30, 2022.