

# Murray County Position Description

**Classification:** Museum Assistant  
**Reports to:** Museum Coordinator  
**Supervises:** No direct reports

**Department:** Museums  
**Location:** Slayton and Currie, MN  
**FLSA Classification:** Hourly/Non-Exempt, seasonal part-time

## Position Summary

This position assists in the day-to-day operations of End-O-Line Park, Historic Museum and Dinehart Holt House Museum.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Provide guided educational tours and gift shop duties</b></p> <ul style="list-style-type: none"> <li>• Provides a pleasant customer experience by greeting visitors, answering phone calls and questions.</li> <li>• Read and become familiar with the historical scripts for the museum’s collections of artifacts and buildings for the End O Line Park, Murray County Museum and the Dinehart Holt House Museum.</li> <li>• Give guided tours of the museums and maintain tour schedule.</li> <li>• Assist with events at the End P Line Park, Historic Museum, and Dinehart Holt House Museum.</li> <li>• Assist with inventory, new displays, programming, and projects.</li> <li>• Assist with gift shop inventory, use of cash register and credit card machine.</li> </ul>	75
<p><b>Upkeep and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Clean the interior and exterior of all buildings. This includes, but is not limited to: dusting, sweeping, and general maintenance of all facilities.</li> <li>• Grounds maintenance; including water flowers, weeding and pruning bushes.</li> <li>• Clean and sanitize restrooms and replenish supplies daily.</li> </ul>	20
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee’s work assignment no longer requires access.</p>	

## Qualifications

**Education:** Requires the ability to learn and relay history information on tourist attractions in the area.

**Requirements:**

- Must have good interpersonal skills and the ability to speak publicly to all age groups;
- Basic mathematical skills necessary;
- Must be able to work on weekends and holidays;
- Valid MN Driver’s License.

### **Physical Demands and Working Conditions**

- This position is conducted in both a climate controlled office environment and unheated and/or uncooled outbuildings.
- This position is largely sedentary in nature.
- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- The employee frequently is required to stand and walk. Occasionally the employee is required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level is usually low to moderate.

### **Equipment Utilized**

- Equipment operated includes a motorized vehicle, turntable, model train, computer, cash register other equipment as found necessary.
- Ability to operate a vehicle.