

Murray County Position Description

Classification: Museum Site Coordinator/Collections Manager

Department: Museums

Reports to: Museums Coordinator

Location: Slayton and Currie

Supervises: No direct reports

FLSA Classification: Hourly/Non-Exempt,
Regular Part-Time, 30 hours per week

Position Summary

This position assists the Museum Coordinator in the everyday work at the Historic Museum-Dinehart/Holt House. This position will assist at the End-O-Line Museum, as needed. The purpose of the position is to maintain material culture and provide access to the county's history through research, exhibits, events, programming, and tours.

Essential Duties and Responsibilities	%
<p>Curation of collections and exhibits</p> <ul style="list-style-type: none"> • Responsible for creating, organizing and maintaining orderly forms, files and retrieval systems associated with the County Museum's and End O Line's collections, including the following; accessions, deaccessions, cataloging, inventory, and housing. • Collections Management / Archival - Index, curate, and maintain a library of written, oral, and pictorial materials; within the mission of the organizations utilizing Past Perfect Software. • Coordinates the Museum's Collections Committee Meetings and provide all due diligence in acquiring information on accessions and de-accessions for their use. • Assists Museums Coordinator in creating exhibits including research, artifact retrieval and exhibit mounting. 	50
<p>Administrative Services</p> <ul style="list-style-type: none"> • Provides administrative/clerical support to the Historical Society Board as directed by the Museums Coordinator; • Responsible for museum's collection and recording of visitor, researcher, and event/program participation. • Creates and maintains memberships and sends member reminder letters; • Records money from donations, memorials, and gift shop sales. 	15
<p>Prepare programming and plan events</p> <ul style="list-style-type: none"> • Assists the Museum Coordinator in representing and promoting the Murray County Museums at area events; • Provides a pleasant customer experience by greeting visitors, answering phone calls and questions. • Assists the Museums Coordinator in planning and implementing various programs and events. • Works with schools to create history programming that meets Minnesota Learning Standards. 	15
<p>Assist Museum Coordinator</p> <ul style="list-style-type: none"> • Assists Museums Coordinator in preparing grant applications. • Performs light interior janitorial and housekeeping duties to the museum buildings and grounds preservation; • Gives guided tours of county museums; • Provides administrative support to the Historical Society Board. 	15
Other duties as apparent or assigned.	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</p>	

store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

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.

Qualifications

Education: Minimum of a High School diploma/GED and one year work experience in a similar institution

Requirements:

- Valid MN Driver's License;
- Knowledge of Murray County and Minnesota history and area tourist attractions;
- Experience working with museum collections and collections software.
- Skilled in public speaking including the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public;
- Ability to write reports, correspondences, and procedures;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Ability to establish and maintain effective working relationships with diverse audiences, agencies, school officials, the media, and other County departments, funders, donors, and others contacted in the course of work.

Physical Demands and Working Conditions

- The normal work location shall vary between Slayton and Currie based on schedules and seasons.
- This position may require Saturday hours and occasional attendance at evening meetings.
- Will have infrequent exposure to health hazards and accidents; requires a moderate level of physical effort.
- 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, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equipment Utilized

- Majority of the time is spent operating equipment such as computer, printer, micro film reader/printer, and photocopier.
- Must be able to use Microsoft Office software and operate equipment, such as telephone, copy machine, calculator, fax machine, postage machine, personal computer and various printers.
- Ability to operate a vehicle.