

# City of Cordova Position Job Description

## Museum Assistant

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CLASSIFICATION: FULL TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT  
HOURS: Tues - Sat OFFICE HOURS, TO INCLUDE EVENINGS AND WEEKENDS AS SCHEDULED  
SUPERVISOR: MUSEUM DIRECTOR

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### SUMMARY

The Museum Assistant provides guest services, administrative and logistical support for the Cordova Museum, Cordova Historical Society, and Cordova Center events.

### GENERAL STATEMENT OF DUTIES

Performs reception, basic administrative and sales functions in support of the Cordova Museum and Historical Society.

Supports Cordova Center events, to include marketing, scheduling, event logistics, volunteer support and hospitality.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.**

- Greets museum visitors and answers questions; distributes and maintains printed information; conducts museum tours for visitors.
- Maintains and stocks store merchandise, completes sales, assists customers in the Museum Store; provides daily accounting reports.
- Maintains records of Cordova Historical Society memberships and other documentation.
- Coordinates volunteer activities in support of Museum store and educational programs.
- Assist with data input in the Past Perfect artifact database and labeling artifacts.
- Assist with installation and deinstallation of exhibits as needed.
- Perform light custodial duties in the museum and with knowledge of proper care for artifacts.
- Assists customers by providing information regarding booking Cordova Center space and events in general.
- Performs set-up and assists during events as needed in the Museum and Cordova Center, as needed
- Performs security walk-through and secures facility, as necessary.

### **MINIMUM QUALIFICATIONS**

- A. High School diploma or GED.
- B. 6 months experience in museum work, tourism, or customer service.

### **PREFERRED QUALIFICATIONS**

- A. Post-secondary degree.
- B. Experience planning special events.

### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Excellent verbal communication skills.
- B. Ability to maintain professionalism under pressure, to organize and prioritize workload, and meet deadlines.
- C. Ability to process cash transactions.
- D. Ability to understand and follow written/oral policies, procedures and instructions.
- E. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.

### **REQUIRED TECHNICAL SKILLS**

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

### **LEGAL REQUIREMENTS**

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

### **WORKING CONDITIONS**

Work is accomplished in an open public area. Attendance at public events and activities during the evening and/or on weekends is likely. Schedule changes on a weekly basis with advance notice.

### **PHYSICAL DEMANDS OF POSITION**

Capable of sitting for extended periods of time. Capable of moving around event furniture or under tables. Capable of bending and squatting. Capable of lifting and carrying up to 20 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public and other employees. Sufficient vision, with

or without reasonable accommodation, which permits the employee to use a computer screen and process sales. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

**Acknowledged:** \_\_\_\_\_ **Date:** \_\_\_\_\_