

Job Description - Project Employee

Job Title: *Museum aide*, Anacortes Museum

Department: Museum

Reports to: Director or *as assigned*

Principal Purpose of Job: The primary responsibility of this position is to assist with guest services and the daily operations *and upkeep* of the Anacortes Museum's Carnegie Gallery and/or the *W.T. PRESTON*, a sternwheel snagboat.

Level of Authority: Performs duties under the guidance of the *director or other senior staff member, as assigned*.

Work Environment: Work is performed primarily within the Anacortes Museum's Carnegie Gallery and/or at the *W.T. PRESTON* and adjacent grounds.

Essential Job Functions:

1. Greets public and answers questions relating to the history of the region.
2. Completes guest daily tally sheets (both sites) and sells admission tickets at the *W.T. PRESTON*.
3. Works in Museum stores: selling merchandise, making change, restocking merchandise.
4. On a daily basis, maintains cash boxes including the accurate accounting of both ticket sales and Museum store sales. Ensures the security of all moneys received by the Museum on a daily basis.
5. Responsible for occasionally guiding visitors on tours, giving presentations to patrons and answering the telephone in a timely and professional manner.
6. Assists with office work, preparation of educational activities, *upkeep and repair of Museum structures and grounds, and other special projects as needed*.
7. Maintains and enforces necessary security procedures to ensure the safety of the Museum's guests, the Museum environment and its collections.
8. Assists with special weekend events and educational programs primarily dealing with children (Waterfront Festival, Kids-R-Best Fest, Arts Festival and others).

Qualifications:

A. Technical

1. *Must be at least 18 years old, school diploma, with an interest in history and museum work. Desirable to be working toward or have a B.A. in history or a related field. Seniors encouraged to apply.*
2. Must have demonstrated ability to speak in front of *small groups*.
3. *Must be responsible, accountable and able to work independently.*
4. Must have effective oral and written communications skills.
5. Must have ability to establish and maintain effective work relationships and to deal effectively and courteously with other employees, volunteers and the public thorough oral and written mediums.
6. *Must have ability to handle money and make change quickly, and to compile data.*
7. Must be able *and willing* to work weekends and holidays.
8. Must have ability to read, understand and interpret written materials and oral instructions.
9. Must have ability to move between Museum Gallery site and *W.T. PRESTON* site fairly quickly (car or bicycle speed).

B. Physical

1. Must be able to lift and carry objects and materials up to 40 lb.
2. Must be able to maneuver stairs without difficulty.
3. Must be able to have sufficient visual and hearing capabilities to respond to public needs and for detailed work.

Other:

1. As an absolute condition of employment, employees are required upon hire to sign a drug *and alcohol*-free workplace agreement and an agreement not to use tobacco products in any form, *in or on property of the City of Anacortes.*

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

3. As a condition of employment, all employees are required to demonstrate a mastery of history relating to the *W.T. PRESTON*, and Fidalgo and Guemes Islands through *the successful completion of written examinations, within 30 days of the date of hiring.*

4. *Work schedule is varied, working up to 5 consecutive days at either or both museum sites. Necessary scheduling will be discussed with the final candidates.*

Are you able to perform the essential job functions of this position with or without accommodation?

Yes _____ No _____

If testing is required, will you need accommodation?

Yes _____ No _____

Signature _____ Date _____

Witness _____