

Animas Museum

La Plata County Historical Society

JOB DESCRIPTION

Position: Museum Assistant

Background: The Animas Museum is a small, local history museum owned and operated by the La Plata County Historical Society, a Colorado non-profit corporation. The Historical Society's mission is to collect, preserve and interpret the history, culture and heritage of the San Juan Basin, with a focus on La Plata County. Located in the historic Animas City School, the Museum offers a wide variety of exhibits and educational programs to people of all ages; a research library and photo archive; a Museum store; award-winning gardens; and a restored pioneer log cabin. The Museum operates year-round.

Job Description/Responsibilities

- Assist the Museum Director, other Museum employees and volunteers with the daily operations of the Animas Museum
- Front office duties such as greeting customers, selling Museum store items, handling research requests, answering the telephone, etc.
- Assist in ordering, receiving, and inventorying Museum store merchandise
- Assist with marketing and promotion, membership-related tasks, educational programs, special events, fundraising and some cleaning
- Work schedule will include regular Saturday hours.
- This position is 30-35 hours per week, with a salary of \$11/hour, depending on qualifications and experience
- Benefits include paid vacation after one year and a stipend for health insurance after 90 days
- Other duties as assigned

Job Requirements

- Excellent verbal and written communications skills
- Outgoing, friendly and courteous personality
- Ability to think and act independently
- Proficiency in Microsoft Word, Excel, Dropbox, Mailchimp
- Some moderate lifting and other physical work
- Social media skills for posting on Facebook
- Interest in graphic design
- Interest in scanning & printing historic photographs

Other Qualifications that Would be a Plus:

- A background in local/regional history, historic preservation, marketing, fundraising and/or education programs
- Computer skills in MS Publisher, Adobe Photoshop, MS Access, and Filemaker Pro
- Ability to dry mount posters, photos & exhibit labels

Please send cover letter, resume, and contact information for three references to:

jobs@animasmuseum.org

Posted date: 3 August 2017

Closed: When filled