



JOB DESCRIPTION

Name of Position: Museum Assistant Administrator

Location: Cowley County Museum

Supervisor: Museum Administrator

Length of Contract: August 2022 – December 2022. May be extended.

Pay Rate: Minimum Wage with a potential scholarship opportunity

Job Purpose: To support the museum's daily operations and assist in marketing the museum.

Job Responsibilities:

- Assist with answering telephones, archiving, research, filing correspondence, stuffing envelopes and making copies.
- Greet museum guests, answer questions and direct to the proper individual(s).
- Assist in the development of a new website and managing social media.
- Cleaning such as bathrooms, dusting throughout the museum and sweeping.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred- Interest in History, Marketing, or Research.
- Familiarity with the office equipment (computer, copier, scanner).
- Good computer skills (Preferred- web-based website creator like Wix, Microsoft Word, Publisher, Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week. No evenings and holidays are required but every Wednesday, Friday, Saturday, and Sunday. 1:00pm – 4:00pm (The museum can be flexible on some of these days)
- Flexible schedule
- Travel to sites via your own transportation

Skill Development Areas:

- Listening, Customer Service, Marketing, Research, Time Management, Multitasking, Communication, Student Learning.