



MUSEUM ASSISTANT

AGENCY/DEPARTMENT:
Community Services/Museum

Reports to: Museum Director
Supervises: N/A

Approved By HR Director: *Anda Matthews*
Date Approved: 1/3/07
Date of Last Revision: 03/08/1993

JOB SUMMARY: Under general supervision, performs a variety of museum collection care activities, assists professional staff in various programs; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by performance of para-professional level museum work under the direction of the Museum Curator and/or Museum Director. It is distinguished from the Museum Attendant by the latter's limited role in visitor service.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs a variety of museum collection care activities including accessioning, deaccessioning, caring for and handling objects.
2. Develops and maintains documentation on museum's current collections, potential donations and loans.
3. Classifies and assigns registration numbers to artifacts, and supervises inventory control.
4. Arranges and maintains insurance arrangements for museum's collections, object loans and temporary exhibitions.
5. Prepares artifacts for storage and shipping.
6. Makes transportation and insurance arrangements for traveling exhibits.
7. Recruits, trains and supervises volunteers to assist with routine registration tasks.
8. Assists with exhibition research and installation, administrative and other tasks as required.
9. Installs, arranges, assembles, and prepares artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set-up.
10. Assists in exhibition installation and dismantling using power and hand tools.
11. Sets up and arranges tables, chairs and related equipment for educational and public programs.
12. Schedules education and public programs and activities
13. Coordinates reservations for educational and public programs, including school and other tours.
14. Presents public programs and tours.
15. Operates audio-video equipment.
16. Crates and uncrates artworks and exhibition components.
17. Prepares and distributes curriculum materials and teacher background materials.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High school diploma or recognized equivalent plus completion of one year of college level coursework in U.S. or California History, Museum Studies, American Studies, Art History, or Anthropology. Additional qualifying experience may be substituted for education.

EXPERIENCE: One year of related work experience in a museum environment.

KNOWLEDGE OF:

- Professional principles and ethical standards regarding museum collections care and management.
- Accepted museum and registration and cataloging systems.
- Safety practices in a museum setting.
- Proper and safe use of hand and power tools and equipment.
- Applicable federal, state, and local laws and regulations.

ABILITY TO:

- Provide technical direction and oversee the work of others.
- Safely use hand and power tools.
- Communicate effectively both orally, in person and over the telephone, and in writing.
- Establish, foster, and maintain positive, harmonious working relationships with other employees, volunteers, officials and the public.
- Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
- Operate audio-video equipment.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

SPECIAL REQUIREMENTS:

- Ability to climb ladders and stairs.

DESIRABLE:

- Ability to read and speak Spanish.

FLSA Exemption Status: Non-exempt

Employee Unit: Part-Time

Job Family: Museum

Class Progression: Museum Attendant
Museum Assistant
Museum Curator
Museum Director