

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.*

**Job Title: Seasonal Museum Aide**  
**Department: O'Fallon Museum**  
**Location: Baker, Montana**  
**Job Status: Full-time, Non-Exempt**  
**Reports to: Museum Curator**

## **Job Overview:**

This position assists with museum operations including preparation of exhibits and collections, preparation of objects for storage, greeting visitors and conducting tours.

***This position requires unsupervised contact with juveniles and/or elderly and is subject a pre-employment criminal background check and motor vehicle driving history review.***

## **Essential Functions:**

**Customer Service** – Greets visitors, answers questions about exhibits and collections. Conducts directed, interactive tours using knowledge of local history. Schedules individual and group tours. Engages in ongoing learning and research to ensure presentation of informed tours. Completes sales of memorabilia and trinkets in Gift Shop; handles monies, makes change and writes receipts. Writes thank you cards in response for donations.

**Collections** – Assists in the setup, assembly and preservation of collections in accordance with curatorial standards. May assist in the research and applicable interpretation of collections and donations. Creates display labels and identification cards for collection displays by using museum specific software.

**Cleaning** - Dusts collections with care and consideration. Sweeps and mops floors weekly in all buildings; cleans restrooms daily.

## **Competencies:**

***Adaptability, Attention to Detail, Computer, Customer Service, Flexibility, Initiative, Oral Comprehension, Oral & Written Expression and Speech Clarity:***

This position requires significant attention to detail in working in proximity with and setting up collections and exhibits. Knowledge of Word, email and keyboard functions. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Effectively interact with variety of personalities and demands of the public. Resolve questions or concerns with courtesy and respect. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; speak clearly so others can understand you.

**Minimum Qualifications:**

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. One year of demonstrated customer service skills and experience using Word and the Internet are required. All applicants must be at least eighteen (18) years of age. A valid Montana driver license is required.

**Salary Schedule:**

The wage for this position is \$15.32 per hour.

**Hours of Work:**

This seasonal position will work May through the end of season (August/September), 8:00 a.m. to 5:00 p.m., five (5) days per week. Will work some weekends.

**Physical and Environmental Demands:**

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is frequently required to stand, walk on uneven surfaces, sit, bend, and reach with hands and arms. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to fifty (50) pounds. Specific vision abilities include close and distant vision.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*