JOB ANNOUNCEMENT
MUSEUM ASSISTANT

The Municipality of Skagway is accepting applications for Museum Assistant positions. This is a seasonal full-time position, beginning in May and extending to October, 2022. Some weekend work will be required.

WAGE RANGE: Grade 11, Step 1 Entry Level Wage - $18.97 per hour. This position is not eligible for benefits or housing.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Ability to meet and assist the public in a courteous and professional manner.
• Ability to solve problems creatively and independently with minimal supervision.
• Ability to communicate effectively, both verbally and in writing.
• Knowledge of Skagway and regional cultural history.
• Ability to provide guided tours of the museum exhibits and answer visitor questions.
• Ability to use databases, reference materials, and manuals related to the work.
• Working knowledge of general office practices and procedures.
• Ability to organize and compose routine correspondence and reports.
• Ability to work with computer word processing (PC and Macintosh) systems.
• Ability to respond to inquiries and determine appropriate course of action.
• Ability to work tactfully with the public and to enforce safety and security rules.
• Ability to operate a fire extinguisher and alarm systems.
• Ability to recognize hazardous conditions, to think and act quickly and appropriately in emergencies and to observe and record events accurately.

DUTIES:
This position is under the direction of the Museum Director and performs a variety of visitor information, interpretive, clerical, security, and museum services.

• Greet visitors to the museum; acts as an interpretive resource; provides guided tours of the museum; assists with educational programs.
• Respond to visitor requests or inquiries for historical or archival information.
• Assist in museum exhibit installation, maintenance and conservation of collections, inventory and cataloging, educational programs, and other duties as required.
• Collect admission fees; maintain the cash registers; prepare deposits.
• Open and close museum gallery and building; monitor visitor traffic entering the museum; maintain communication with other security and visitor services staff.
• Complete forms for receiving and shipping museum property such as artifacts, equipment, furnishings, materials and supplies according to security procedures.
• Answer incoming telephone calls; takes messages; answers routine questions.
• Assist in routine custodial cleaning and maintenance of the facility; may be required to sweep sidewalks and perform other physical labor to prevent damage to the facility and ensure public safety.

Applicants must submit a completed Municipality of Skagway application form to the borough office no later than 4:00 p.m. on Friday, March 11, 2022. Contact the borough office by email at a.lawson@skagway.org for an application or further information. The application can also be downloaded from the web site at www.skagway.org.

The Municipality of Skagway is an equal opportunity employer.