



101 EAST MARINE WAY
KODIAK, AK 99615
(907) 486-5920

KODIAKHISTORYMUSEUM.ORG

Job Description Museum Assistant

Museum Assistants host patrons and assist museum staff with special projects throughout the museum. This includes hosting the Museum Store and galleries, assisting with merchandising and inventory management, supporting communications functions, and assisting with collections projects. Museum Assistant positions may vary regarding emphasis on Curatorial or Communications support needs.

Responsibilities

Provide friendly, welcoming, and informative experience for museum visitors and partners.

Serve as the primary Museum Store host, handling admissions, store sales, daily reporting.

Completes daily data entry for store reporting and development needs including donations, donor contact information, calendaring, and other tasks.

Creates an orderly and attractive store and an organized stockroom by keeping merchandise filled and neatly displayed.

Complete routine daily, weekly, monthly, annual tasks as assigned.

Assists with collections projects as assigned including acquisitions processing, environmental monitoring, digitization and cataloging, and supporting research.

Assists with routine cleaning and maintenance of store, gallery, collections and shared staff areas.

Assists with events and educational programming.

Assists with museum communications including design, preparation, and mailings.

Other duties as assigned.

Skills and Abilities

Ability to interact and work positively with all museum staff, patrons, and volunteers.

Ability to follow directions carefully and to work independently on assigned tasks.

Demonstrate strong verbal skills.

Must have a pleasant, courteous, and professional attitude and presence.

Able to work a flexible schedule, including Saturdays, and participate in evening and weekend programs and events as needed.

Qualifications

This is an entry level position that requires a high school diploma or GED. One year of clerical experience and knowledge of telephone systems and computers with Microsoft Suite, point of sale, and database management programs are a plus. Demonstrated experience with and knowledge of Kodiak's heritage, history, art, and culture are also preferred. The successful applicant must possess strong verbal communication skills and a courteous and professional manner.

The Kodiak History Museum reserves the right to modify job duties or job descriptions at any time. *We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.*

Compensation and Benefits

This is a part-time position working 20-25 hours per week at \$18-\$21 per hour, depending on experience, with regular annual increases.

Following successful completion of a 3-month probationary period:

Combined leave accrual at 10 hours per month for first two years (15 days per year).

10 paid holidays per year.

Tuition and travel support for professional development as budget allows.

Following two years of employment:

Society contributes to employee's SEP IRA retirement savings plan in an amount equal to 3% of annual salary.

Combined leave accrual at 16 hours per month (24 days per year).

Interested applicants should submit a resume and letter of interest via email to Sarah Harrington, Executive Director at director@kodiakhistorymuseum.org or by mail to:

Kodiak History Museum
Attn. Sarah Harrington
101 E Marine Way
Kodiak AK 99615

This position will remain open until filled.