SEASONAL MUSEUM WORKER

Job Summary
A Museum Seasonal Worker will be available to perform numerous Museum Center tasks as assigned by the Museum Center Director and under the direction of regular Museum Center staff.

Duties and Responsibilities
- Acting as a docent or tour guide for visitors to the main museum galleries (Paleontology and History), Prairie Outpost Park and the Pioneer Machinery Hall – workers may be assigned as a general guide or to a specific area
- Performing maintenance work (physical plant) including general cleaning and/or specific projects under direction of staff
- Assisting curatorial, education or program staff on special projects
- Attend the information desks and gift shop, assisting guests, answering queries, stocking merchandise, processing fees, etc.
- Greet and welcome guests upon their arrival in a pleasant manner and provide cheerful customer service in all settings
- Be vigilant of safety concerns; address if you can or immediately report such concerns to regular staff
- Monitor Museum Center buildings and grounds for cleanliness – be proactive in helping to keep the Center safe and clean
- Must be sensitive to security concerns: Check door locks, look for signs of disturbance to exhibits, be aware of the location of guests in your area, monitor for unruly behavior; politely correct or seek staff support
- Other duties as assigned

Knowledge, Skills and Abilities
- Continually be aware of and keep informed about changes in the exhibits
- Enjoy interacting and comfortable meeting with other people
- Personable, outgoing, reliable, responsible
- Extensive prior knowledge of the subjects presented at the Dickinson Museum Center is not required but a prospective Tour Guide should have a strong desire to learn.
- Capable of learning new material rapidly and willing to spend time and expend the effort necessary to study materials.
- Able to work independently
- Able to accept supervision
- Ability to speak comfortably before groups of people
- Physically able to lead tours around the museum and perform minor maintenance tasks
- Enthusiastic, flexible in response to museum needs

Qualifications
- Must be age 16 or older

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Working Conditions:

- Position typically requires talking, hearing and seeing.
- Work is performed within routine retail/museum gallery environment and outdoors when guiding tours (weather permitting); also, interior and exterior settings for maintenance work under direction of staff.
- Physical demands are usually limited to sitting or standing in one location, walking while leading tours, public speaking at a volume adequate for a small group. Some stooping and lifting of objects may be required.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds force constantly to move objects.