



# Dacotah Prairie Museum

A Department of Brown County

21 S Main St, Aberdeen SD 57401

605.626.7117 \* dacotahpraiiemuseum@gmail.com

**Classification:** Museum Intern, Summer

**Wage:** \$13.50/hour

**Department:** Dacotah Prairie Museum

**Reports to:** Museum Director

**FLSA:** Non-Exempt

**Opening date:** 12/29/23

**Closing date:** 05/04/2024

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Primary job responsibilities are coordination and implementation of social media postings, event planning/assistance, gift shop assistance, basic research, gallery docent duties, and general museum assistance in the Education, Collections and Exhibits departments that furthers the promotion of the museum and its programs.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordination and monitoring of social media platforms, online calendars, tourism, and community website listings for current and accurate information.
- Assist with planning and facilitating museum events, camps and programs.
- Work with the public in the museum's gift shop, assist with staging and inventory.
- Work as scheduled as a gallery docent for summer traveling exhibit.
- Assist the Collections, Education and Exhibits departments as needed.
- Office skills should include: customer service skills, answering phone calls, computer skills (Office365), spreadsheets, and miscellaneous office procedures.
- Operate Point of Sale program in gift shop.

### **Competencies:**

- Communicating effectively in oral and written forms.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Agency regulations, policies, office administrative processes and procedures.
- Safety, security and first aid policies and procedures.
- Use of specified computer applications, including graphic art/editing programs.

### **Supervisory Responsibility:**

- This position has no supervisory responsibilities.

### **Work Environment:**

- Typical office environment.
- Attire is business casual depending on activities.

*An Equal Opportunity Employer*

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

**Position Type / Expected Hours of Work:**

- Part-time; Hours: Monday – Friday, flexible schedule between 9:00 a.m. - 5:00 p.m.
  - o Up to 170 hours available
  - o Hours will vary occasionally depending on the task based on a 15-20 hour week
- Some weekend and evening events
- Tentative dates: Mid-May to Early August

**Travel:**

- There is no travel outside of Aberdeen associated with this position.

**Education and Experience:**

- Must be enrolled in a college or university degree program.
- Working knowledge of Microsoft Office products.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Preferably 18 years of age and permitted to work in the U.S.
- Possess or be able to obtain a valid SD driver's license.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume to:

- Dacotah Prairie Museum  
Attn: Director  
21 S Main St  
Aberdeen, SD 57401

or

- Email: [dacotahprairiemuseum@gmail.com](mailto:dacotahprairiemuseum@gmail.com)