



# Dacotah Prairie Museum

A Department of Brown County

21 S Main St, Aberdeen SD 57401

605.626.7117 \* dacotahpraiiemuseum@gmail.com

**Classification:** Museum Intern, Exhibits

**Wage:** \$14.00/hour

**Department:** Dacotah Prairie Museum

**Reports to:** Museum Director/Curator of Exhibits

**FLSA:** Non-Exempt

**Opening date:** April 3, 2025, Open for fall semester 2025 (~ late Aug to early Dec)

**Closing date:** until filled

## JOB DESCRIPTION

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### Summary/Objective:

To assist the Curator of Exhibits with exhibit development, research, construction, marketing and docent duties. This internship is open to all majors and programs.

### Essential Functions:

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

- Work in collaborative planning, reparation, set up and staffing of special events and activity stations, including occasional work hours on Saturdays
- Careful handling of artifacts, archives, fine art, and packaging materials with attention to detail
- Assist in installation of art exhibits, work with gallery hanging system, may include climbing a ladder and moving exhibit furniture if needed
- Assist with installation of outreach exhibits at locations outside of the museum to include packing, transporting, and carrying artifacts and props
- Provide support in installation and de-installation of historic and travelling exhibits in museum galleries
- Create exhibit labels using a computer and cutting tools with attention to neatness
- Perform record-keeping tasks which may include data entry in exhibit files
- Assist with exhibit maintenance to include cleaning and simple repairs
- May include research under the direction of exhibits staff and writing basic exhibit didactics
- Occasional gallery docent duties which may include supervision of children's exhibits
- Provide additional support to other departments where needed (collections, education, front desk, etc.)

### Competencies:

- Strong observation skills and attention to detail including following specific protocols for handling of collection materials, works of art, etc.
- Strengths in communication, willingness to learn, and ability to work in a team to accomplish assigned tasks
- Willingness to work in a changing work environment where projects and tasks may vary from day to day
- Ability to work with the public including serving as support staff for children's programming if needed
- Time management skills, ability to prioritize tasks to meet deadlines, and strengths in organization
- Aptitude in visual design, strengths in creativity and spatial reasoning
- Basic writing and research skills
- Computer proficiency, including Microsoft Office and familiar with databases

*An Equal Opportunity Employer*

- Ability to learn exhibit development processes and willingness to ask questions
- Ability to perform tasks independently

#### **Supervisory Responsibility:**

- This position has no supervisory responsibilities.

#### **Work Environment:**

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

#### **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 word.
- 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 180 hours available
  - o Hours will vary occasionally depending on the task based on a 15–20-hour week
- Some Saturday and evening events
- Tentative dates: August to December 2025, or approximately 12 weeks

#### **Travel:**

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

#### **Education and Experience:**

- High School diploma or equivalent.
- Preference given to applicant enrolled in any 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 or application to:

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

or

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