



Dacotah Prairie Museum

A Department of Brown County

21 S Main St, Aberdeen SD 57401

605.626.7117 * dacotahprairiemuseum@gmail.com

Classification: Museum Intern, Summer

Wage: \$15.00/hour, bi-weekly payroll

Department: Dacotah Prairie Museum

Reports to: Museum Director

FLSA: Non- Exempt

Opening date: 09/14/2026 (Open for Fall 2026)

Closing Date: Open until filled

JOB DESCRIPTION

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:

- 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

Equal Opportunity Employer

- 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
- 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 120 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: to be determined and approximately 6-8 weeks

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