



# Brown County Human Resources

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[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** Curatorial Assistant – Exhibits

**Wage:** \$14.00/hour

**Department:** Dacotah Prairie Museum

**Reports to:** Museum Director

**FLSA:** Non-Exempt

**Opening date:** 02/02/2021

**Closing date:** Until filled

## **JOB DESCRIPTION**

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### **Summary/Objective:**

The Dacotah Prairie Museum, permanent learning center in service to all people is committed to the continued growth of its collection of material evidence representing the ongoing history of its region. This collection will be used by present and future generations to study and interpret lives and accomplishments of previous generations inhabiting the Dakota Prairie. Through these endeavors the Museum will continue to advance itself as a cultural, educational and economic asset to Brown County and South Dakota.

This position will assist the Curator of Exhibits with research, public programming, and gift shop. Construct exhibits and occasionally staff the DPM during events and weekend hours.

### **Essential Functions:**

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

- Development and installation of exhibits both in-house and off-site.
- Room preparation (fill nail holes, paint etc.).
- Gathering and transporting artifacts to exhibit site.
- Transporting exhibit props and cases to exhibit site.
- Present public programming to audiences of all ages.
- Give tours, which requires learning the tour script and becoming knowledgeable about each exhibit in order to answer questions.
- Work the gift shop on occasion.
- Answer phone, direct calls or take messages.

*An Equal Opportunity Employer*

- Meet and greet the public.
- Provide assistance to museum guests by answering questions, make sales, handle cash and credit card transactions.
- Work during events and weekend open hours as part of the staff rotation.
- During weekend shifts, will be responsible to independently open and close the museum, work with an electronic security system, and staff the gift shop.
- Work with Museum volunteers.
- Be available to assist all DPM staff members as needed with general office and clerical duties.

**Competencies:**

- Decision making.
- Principles and techniques of public relations and customer service, both in person or over the phone.
- Strong written and verbal communication skills, including public speaking, digital communications, and multiple media platforms to effectively engage the community.
- Use of specified computer applications.
- Performing basic office support work.
- Ability to organize, present and communicate messages effectively through design.
- Excellent project management and organizational skills.
- Knowledge of fundraising.
- Capacity to successfully interface with stakeholders (board members, volunteers, staff, educators, students, politicians, media representatives).
- Knowledge of working with museum databases.
- Attention to detail.
- Good team working skills.
- Excellent research skills.

**Supervisory Responsibility:**

- This position has no supervisory responsibilities.

**Work Environment:**

The Dacotah Prairie Museum is a public institution serving audiences of all ages, educational levels, and interests. Staff must be flexible, friendly, courteous, and able to provide excellent service to all museum guests whether face-to-face or behind the scenes.

- Works in well-lit and climate controlled office.
- Uses Word, Excel, Publisher, Photoshop, the internet, copier, phone, scanner, adding machine, and other office equipment.
- May sit at desk or stand for an extended period of time.
- Teamwork oriented work environment.

**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; 20 hours a week, schedule may vary. Maintain a flexible schedule with varying hours from week to week.
- Occasionally work during events and weekend hours. During weekend shifts, will be responsible to independently open and close the museum, work with an electronic security system, and staff the gift shop.

**Travel:**

- Periodic travel may be necessary for this position.

**Education and Experience:**

- College degree (2 or 4 year) and/or equivalent experience working in a public institution.

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

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

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- 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 Brown County application to:

- Brown County Human Resources  
25 Market St.  
Aberdeen, SD 57401

or

- Email: [Erica.Coughlin@browncounty.sd.gov](mailto:Erica.Coughlin@browncounty.sd.gov)