



Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

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Phone: 605.626.7109; Fax: 605.626.4010

www.brown.sd.us

Classification: Museum Intern, Summer

Wage: \$12.50/hour

Department: Dacotah Prairie Museum

Reports to: Museum Director

FLSA: Non-Exempt

Opening date: now

Closing date: 04/22/2023

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:

- 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.

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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 Between 150-180 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: 05/15/2023 through 08/04/2023

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

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