County of Door
Assistant Curator

Status: Non-Represented
Department: Historical Museum
EEO: 08 Service/Maintenance

Pay Grade: LTE-Part Time
Revision Date: 03/08/2010

General Summary

This position is responsible for preserving and promoting Door County history by creating and maintaining exhibits, presenting programs and events and networking with the public and other related groups.

Duties and Responsibilities

Essential Job Functions
1. Staff museum when open – greet visitors, answer questions, etc.
2. Do research for individuals, groups and Museum exhibits.
3. Light maintenance – clean restrooms, vacuum, change light bulbs, etc.
4. Answer questions generated by phone calls, e-mail, snail mail.
5. Maintain the Museum's collection.
6. Outside work as needed (in season) i.e., weeding, watering, snow shoveling.

General Job Functions
1. Outreach – present programs and events to the community.
2. Collaborate with other groups and attend Museum related meetings.

REQUIREMENTS

Training and Experience
1. High school diploma or equivalent
2. One (1) year of experience in customer service

Knowledge, Skills and Abilities required
1. Knowledge (or willingness to learn) Door County history.
2. Ability to give directions to other Door County attractions.
3. Knowledge and ability to operate a computer at a basic level.
4. Ability to present programs to the community.
5. Ability to work independently.

Physical and Working Conditions
1. Mostly all inside work, with some seasonal outside work.
2. Flexible schedule.
3. Must be able to lift 20 lbs. occasionally.

Approvals:

Margaret Weir — 3/9/10
Name — Department Head — Date

Kurt Lunde — 3/8/10
Name — Human Resources Director — Date