

# Part Time Museum Archivist Job Description

## Summary:

The Museum Archivist will catalogue and maintain the Historical Society's archives and artifacts. Other duties include giving tours, assisting visitors with research, helping the Director with exhibits and special events as needed.

## Job Duties:

- Catalog the acquisition of new items
- Catalog any items not previously catalogued
- Maintain catalog records
- Give tours of the Museum and assist visitors with research
- Answer the phone as needed
- Assist with research and installation of exhibits in the Museum
- Maintain the Museum's open hours should the Director be unavailable
- Other duties as assigned

## Competencies:

- Excellent communication skills
- Strong organizational skills
- Good computer skills
- Knowledge of and interest in local history is helpful

## Requirements:

- High school diploma or GED equivalent
- Willingness to learn new skills with a positive attitude

## Other Details:

- Part time position, approximately 20 hours a week
- Required to work during the Museum's open hours
  - Tuesdays and Thursdays 11am-4pm and select Saturdays 1pm-4pm
  - Remaining hours to reach the weekly 20 are flexible
- Compensation starts at \$15 per hour, paid on monthly basis
- All training is provided
- Relaxed, positive atmosphere with a casual dress code

**AAP/EEO Statement:** The Historical Society of Decatur County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

**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 and without notice.