

Museum Assistant
Grade: Hourly

To Apply Visit:

www.governmentjobs.com/careers/stmarysmd/jobs/3577462/museum-assistant-hourly

St. Mary's County Recreation & Parks
Museums Division

Job Summary: Greets visitors to the museum; performs gift shop and admission sales; maintains daily financial and attendance records; gives guided walking tours; performs other duties as assigned.

Essential Functions:

1. Reports directly to Site Supervisor
 2. Open and close museum facilities;
 3. Greets public, conducts tours for all age groups, gives directions to other attractions and visitor services;
 4. Light housekeeping duties & maintenance; light grounds maintenance and gardening;
 5. Operates museum gift shop and electronically processes admissions payments;
 6. May assist with other gift shop duties;
 7. May maintain boat manifest and communicate and coordinate water taxi trips with boat Captain;
 8. May be asked to assist with museum / park program and exhibit planning and presentation
 9. Performs other duties as assigned by Site Supervisor
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Required Knowledge, Skills, and Abilities:

1. Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
 2. Ability to follow Museum Division procedures;
 3. Ability to effectively communicate with other staff and especially members of the public;
 4. Ability to apply departmental policies and procedures to daily work tasks;
 5. Ability to work independently on tasks and maintain accurate records;
 6. Ability to utilize relevant resources to research information;
 7. Ability to operate relevant computer systems, including hardware and software, and simple office machines; (such as cash register; credit card machine, and photocopier);
 8. Effective language and math skills;
 9. Willingness and ability to learn and operate a marine radio and Walkie Talkies.
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Education and Experience:

1. High school diploma or G.E.D;
2. Or equivalent technical training, education, and/or experience;
3. Valid drivers license;
4. Requires background investigation with favorable consideration.

Physical and Environmental Conditions:

1. Work requires the ability to comfortably walk and talk ¼ mile without resting;
2. Work requires the ability to climb steep stairs, reach, pull and lift up to 25 lbs;
3. Work requires the ability to work outdoors in diverse temperature and weather conditions;
4. Work requires the ability to get on and off boats, move confidently on piers and kayak Launch;
5. The museum sites are located in park settings with access to waterfront areas. These sites require normal safety precautions for indoor, outdoor and waterfront facilities. The Museum Division provides all required first aid and safety trainings and expects employees to read, understand and be prepared to use the St. Mary's County Emergency Procedures Manual. All staff are expected to report or remove / repair any observed public and staff safety concerns.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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