

**Job Title:** Museum Assistant

**Organization:** Museum of the Sierra

**Location:** Shaver Lake, CA

**Reports To:** Executive Director

**Position Type:** Part-Time

**Job Summary:**

The Museum Assistant plays a vital role in supporting the day-to-day operations of the Museum of the Sierra. This position involves a variety of tasks, including visitor services, administrative support, and assistance with museum programs and exhibitions. The Museum Assistant contributes to creating a positive visitor experience and ensures the efficient functioning of the museum.

**Key Responsibilities:**

**Visitor Services:**

- Greet and assist museum visitors, providing information about exhibitions, programs, and membership opportunities.
- Sell memberships and museum merchandise.
- Handle visitor inquiries and provide excellent customer service.

**Administrative Support:**

- Assist with general office tasks, including answering phones, responding to emails, and maintaining office supplies.
- Process membership applications, renewals, and gift shop sales accurately and efficiently.
- Maintain visitor logs, attendance records, and assist with data entry as needed.

**Exhibition and Program Support:**

- Assist with the setup and teardown of museum exhibitions, workshops, and special events.
- Collaborate with Museum & Education Program Coordinator in the preparation of educational materials and programs.

- Monitor and replenish exhibition brochures and informational materials.

**Visitor Engagement:**

- Engage with visitors to enhance their museum experience by providing insights and answering questions.
- Encourage feedback and gather visitor comments for evaluation.

**Membership Support:**

- Assist in maintaining membership databases and processing new member applications.
- Assist with membership communications, including renewal notices and membership cards.
- Provide member support and answer inquiries.

**General Museum Operations:**

- Support the cleanliness and maintenance of public spaces, ensuring a safe and pleasant environment for visitors.
- Assist in monitoring and reporting facility issues or needed repairs.
- Assist in the security and preservation of museum artifacts and displays.

**Qualifications:**

- High school diploma or equivalent (some college coursework in a related field is a plus).
- Previous experience in customer service, administrative support, or a similar role.
- Excellent interpersonal and communication skills.
- Strong organizational and multitasking abilities.
- Basic computer skills and familiarity with office software.
- Enthusiasm for the museum's mission and commitment to visitor satisfaction.
- Flexibility and adaptability to work weekends, evenings, and holidays as needed.

**Physical Requirements:**

- Ability to stand, walk, and perform physical tasks for extended periods.
- Lift and carry materials up to 30 pounds as needed for event setup and support.

# Central Sierra Historical Society, Central Sierra Resiliency Fund, Museum of the Sierra

## An Equal Employment Opportunity Employer

We do not discriminate on the basis of race, color, national origin, sex, gender, marital status, disability, age, religion, veteran status or any other reason

NAME (Last)	(First)	(Middle)	Have you ever used another name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date of Application</b>
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Present Address: (Street # - P.O. Box)	(City)	(State)	(Zip)	Are you under 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, can you, if hired, submit a work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Permanent Address: (Street # - P.O. Box)	(City)	(State)	(Zip)	<b>Area Code &amp; Phone Number</b>
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Position Desired	Salary Desired	Is any additional information relative to a change of name, use of an assumed name, or a nickname necessary to enable a check on your work or education record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain
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Are you available to work on weekends?  Yes  No

Would you be available to work overtime, if necessary?  Yes  No

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  
 Yes  No

If no, describe the functions that cannot be performed \_\_\_\_\_

Do you have any friends or relatives in our employment, if yes, Who: _____ (Name) (Relationship)	Date you can start employment?	Have you ever applied or worked for this company before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Where? _____ When? _____
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Can you, after hire, submit verification of your eligibility to work in the United States?	Are you employed now?	If yes, may we inquire of your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SCHOOL	NAME & LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
Graduate					
College					
Business/Trade/Technical					
High School					

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for this position? If so, please explain:

\_\_\_\_\_

Are you licensed or certified for the job you are applying for?  Yes  No  
 Name of the license \_\_\_\_\_ Issuing state \_\_\_\_\_ License/certification number \_\_\_\_\_

Have you obtained any special skills or abilities as the result of service in the military?  Yes  No If so, describe:  
 \_\_\_\_\_

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

DATES OF EMPLOYMENT FROM TO	NAME, ADDRESS & PHONE # OF EMPLOYER/COMPANY	SUPERVISOR'S NAME /POSITION	LAST POSITION	REASON FOR LEAVING

\*Note: Attach additional page(s) if necessary.

**References**

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name of reference	Occupation	Address (Street # - P.O. Box)	(City)	(State)	(Zip)	Area Code & Phone Number
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**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand and agree that employment is "At-Will", meaning employment may be terminated by either myself or the Company at any time, with or without cause, and with or without notice. I also understand and agree that the Company retains the right to demote, transfer, change my job duties, and my compensation at any time with or without notice and with or without cause in its sole discretion. Employer and Employee further understand and agree that other than the President, no manager, supervisor or other representative of the Company has authority to make any agreement, express or implied, for employment for any specified period of time, or to make any agreement for employment other than at-will. The Company and I also agree that this "At-Will" employment policy cannot be amended, modified or altered in any way by oral statements or in any other way, and can only be altered by written amendment signed by the President of the Company, indicating that it is intended as a modification of Employee's At-Will status.

\_\_\_\_\_ I understand that the Company conducts pre-employment, post accident and reasonable suspicion drug testing, and I hereby agree to submit to said testing upon request by my manager or the Company president.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_