



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:
MUSEUM ASSISTANT

SUPERVISOR: MUSEUM DIRECTOR
CLASSIFICATION: FULL-TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
PAY RATE: \$16.15 - \$21.39 PER HOUR, DOE
HOURS: MON – FRI OFFICE HOURS, TO INCLUDE EVENINGS AND WEEKENDS AS SCHEDULED
BENEFITS: ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS

POSITION SUMMARY: Provides guest services, administrative and logistical support for the Cordova Museum, Cordova Historical Society, and Cordova Center events.

QUALIFICATIONS: Graduation from high school or possession of a GED. Six (6) months experience in museum work or visitor industry. Preference is given to candidates with a post-secondary degree and/or experience planning special events.

DUTIES:

- Greets museum visitors and answers questions; distributes and maintains printed information,
- Conducts museum tours for visitors.
- Maintains and stocks store merchandise, completes sales, assists customers in the Museum Store.
- Maintains records of Cordova Historical Society memberships and other documentation.
- Assists customers with Cordova Center reservations.
- Reserves tentative dates and obtains event information for Museum Director's review and action.
- Coordinates volunteer activities in support of Museum store and Cordova Center events.
- Performs set-up and assists during events as needed.
- Conducts research for exhibits and public programs as needed.
- Performs security walk-through and secures facility as necessary.

WORKING CONDITIONS: Work is accomplished in an open public area. Attendance at public events and activities during the evening and/or on weekends is likely. Schedule changes on a weekly basis with advance notice.

PHYSICAL DEMANDS: Capable of sitting for extended periods of time. Capable of moving around event furniture or under tables. Capable of bending and squatting. Capable of lifting and carrying up to 20 pounds.

LEGAL REQUIREMENTS:

As a condition of employment, applicant may be subject to a background check (criminal history, verification of education/employment history.) Required licenses must remain valid for the duration of employment.

Applications available at City Hall, 424-6200, or online at cityofcordova.net. Interested individuals should submit a City of Cordova application to humanresources@cityofcordova.net. Applications accepted until position filled.

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER