



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: Museum Assistant Department: Adult Services- Recreation

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Standard Scheduled Hours: 8:30 a.m. – 5:00 p.m. Days to be Worked: Tues.-Sat.

Starting Pay Rate: \$10.32 - \$13.41/hour Pay Grade 14

Position Description: General nature/purpose of work: The purpose of this position is to promote the visitation, support, and use of the museum by assisting the director with the overall business operations of the museum. The Museum Assistant assists the museum director with day-to-day museum activities and operations, exhibit development, preparation and maintenance and museum programming.

Primary Responsibilities Include:

Works with museum docents	Maintains collection database
Maintains stored artifacts	Orders supplies
Assists with office related duties (e.g. phones, e-mails, updating publications, maintaining statistics, compiling reports)	Setup/cleans up for events (teas, educational programs, special events, etc.)
Provides information and guided tours to museum visitors and school groups	Assists with development, interpretation and installation of exhibits
Assists with maintenance of the Mullet Run Fountain	Liaison to friends of the Fairhope Museum of History)

Minimum Qualifications Standards: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test; experience in a museum preferred

Knowledge, Skills and Abilities:

Knowledge of Microsoft Office package

Skill in actively looking for ways to help others

Ability to learn museum database software

Ability to multi-task

Ability to communicate effectively, both orally and in writing

Ability to work Saturdays

Ability to work with the public in a polite and courteous manner

Date of Announcement: 7/19/2017

Closing date for Applications: Until filled

Human Resources

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace.
Pre-employment drug testing is performed. The City reserves the right to re-advertise
positions or to not fill positions after advertising.*