

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Museum Assistant **GR:** 101 **FLSA:** Non-Exempt **DATE:** 11/10/2025
DEPARTMENT: Arts & Humanities **DIVISION:** Museum
REPORTS TO: Museum Director **APPROVED:** _____ **JOB CODE:** 3050

GENERAL DESCRIPTION:

Under general supervision, performs a wide variety of basic museum duties; works at greeter desk; performs receptionist and general clerical duties, works in Museum Store, works with public frequently, provides gallery and building security, and assists other staff with educational programs, basic curatorial duties, and exhibit preparations. Work varies somewhat with minimal leeway for discretion and independent judgment

TYPICAL DUTIES:

- Performs a wide variety of basic museum duties.
- Opens & closes museum building & museum store; runs the cash register & gift shop; manages inventory & merchandising.
- Provides gallery & building security.
- Works with public frequently, welcomes visitors to the museum, & provides visitor orientation.
- Works at greeter desk; performs receptionist & general clerical duties.
- Answers telephones, performs clerical & secretarial duties.
- Answers basic historical questions about Salina & Kansas; answers general questions and/or directs inquiries to appropriate staff.
- Distributes brochures & materials; restocks exhibit areas.
- Assists staff with educational programs, basic curatorial duties, and exhibit preparations.
- Assists with tour/program staging, preparations, conducting, & clean-up.
- Performs general museum cleaning.
- Works varied hours as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Must possess a valid Kansas driver's license.
- Previous work experience in customer service, cashiering, reception work, entry level catering and/or event planning & implementation.
- Experience and/or interest in history & community programs.
- Knowledge of Microsoft Office Word, Excel, & Access.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Type accurately at or above 40 words per minutes. (Daily)
Receive and forward messages accurately. (Daily)
Prepare, organize and file records, reports and other documents. (Daily)
Use personal computer to manage database information. (Daily)
Maintain and exhibit discretion at all times when handling confidential information. (Daily)
Effectively communicate orally. (Daily)
Work independently and complete assigned job duties on schedule. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Frequent, able to get to other offices and various parts of the building.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 60 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Adequate to perform essential job functions.

Hearing: Adequate to perform essential job functions.

Speech: Adequate to express ideas and be understood.

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability.

Manual Dexterity: Frequently operates equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside.

Cold/Heat: Controlled.

Wet/Dry: Controlled.

Noise/Vibrations: Office equipment.

Hazards: None.

Fumes/Dust/Odors: None.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to communicate effectively, both orally and in writing.

Ability to maintain accurate records.

Ability to perform math computations for cash handling duties.

Ability to think logically and quickly during an emergency.

Ability to meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Adding machine, calculator, computer, copy machine, fax machine, and telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.