



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: May 13, 2024
CLOSE DATE: Until Filled

JOB TITLE: Museum Specialist

PAY RATE: \$15.00+ (based on experience)

DEPARTMENT: Community Services

DIVISION: Museum

SUMMARY:

Under the general supervision of the Museum Curator/ Manager. The Museum Specialist is a general position which assists with the maintenance and advancement of the City Museum and its collection as a source of information and research for the public. The Museum Specialist assists in the daily activities of the City Museum. Duties include maintaining the collection, which includes but is not limited to, handling, storage, cataloguing, and assessing items; monitoring storage and display environments. Other duties include performing historic research, assisting with the installation and de-installation of exhibits, assisting with programs for adults and children, assisting with the marketing of the City Museum's events, programs, and exhibits, and participation and assistance with the City Museum's Strategic Plan. Job performance is evaluated on the basis of direct observation of the Museum Curator/Manager.

DUTIES AND RESPONSIBILITIES

- Handles, photographs, catalogues, and assesses collection items.
- Provides support for research requests from the public, researchers, or students.
- Assists the Curator/ Manager with the creation, installation, and de-installation of exhibits within the Museum.
- Assists the Curator/ Manager with the marketing of Museum events, exhibits, programs, and lectures.
- Presents programs or lessons to the public, school groups, and adults as assigned.
- Assists the Curator/ Manager with the planning and execution of the Strategic Planning Session.
- Assists the Curator/ Manager with grant writing.
- Attends exhibit opening receptions and other events as assigned.
- Welcomes visitors and performs front desk duties as assigned.
- Performs other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

- High school diploma or equivalent.
- Equivalent to a Bachelor's Degree or Associates Degree in Museum Studies, History or related field
- One (1) year museum experience or the equivalent in historic institution or ANY combination of education, experience and training which provides the desired knowledge, skills and abilities.

PREFERRED REQUIREMENTS:

- Bilingual in English/Spanish.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in computer software programs relating to communications and education (word processing, spreadsheets, presentations, etc...).
- Knowledge and ability to maintain social media sites.
- Knowledge and experience with using cataloguing programs such as Past Perfect Museum Software 4.0.
- Experience with public speaking; excellent communication skills (both verbal and written); interpersonal skills.
- Ability to evaluate and adapt to new situations.
- Knowledge in New Mexico and local history; Museum Best Practices and Artifact Handling Techniques; Techniques for performing primary and secondary research.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

PHYSICAL REQUIREMENTS:

- Mobility factors: Walking 10%, climb steps 5%, Stand 35%, sit 50%

SPECIFIC MOVEMENTS:

- TRUNK: Bends occasionally.
- ARMS: Reaches, works with arms extended occasionally, carries 25 lbs. maximum, 25 feet occasionally, lifts from floor to waist 25 lbs. maximum.
- LEGS: Bends, kneels, squats and walks occasionally.
- HANDS: Gross dexterity, occasionally grasp/manipulates, frequently. Speed required, occasionally; bilateral coordination, occasionally; eye/hand coordination, occasionally.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application, The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

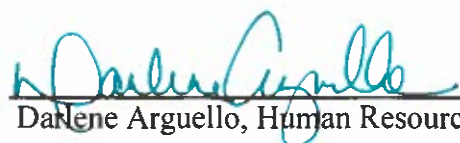
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director