



EMPLOYMENT OPPORTUNITY

PART TIME MUSEUM ASSISTANT **Ogden Union Station**

ESSENTIAL FUNCTIONS: Responsible for performing under supervision of the Museum Manager and Union Station Manager duties relating to such functions of the Museum in administration, collections management, education, research, or exhibits. Examples of such duties include cataloging museum collections, developing and presenting educational programs, doing historical research, or assisting with exhibit development, construction, and installation. Assists in Museum planning and responds to inquiries and requests from the general public. Provides visitor services such as Ogden Union Station Museum tours as needed. Performs other related duties as assigned.

Essential Duties and Responsibilities

1. Cataloging museum collections, developing and presenting educational programs, doing historical research, supporting administration, or assisting with exhibit construction and installation. This duty is performed daily, about 60% of the time.
2. Assists in Museum planning and responds to inquiries and requests from the general public. This duty is performed weekly, about 20% of the time.
3. Provides visitor services such as K-12 tours as needed. This duty is performed daily, about 20% of the time.

EDUCATION AND EXPERIENCE: Bachelor's degree required in the humanities, history, or a field related to Utah history and/or technology.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge and understanding of archival principles, methods, procedures, and techniques
- Background knowledge and appreciation of railroad and Utah history and technology
- Knowledge of research methodology, principles, and procedures
- Skills in the configuration, development, and use of computerized database programs
- Ability to communicate effectively, both orally and in writing
- Ability to interact with and serve the needs of the general public in a manner that reflects positively on the Museum
- Skill in organizing resources and establishing priorities
- Strong interpersonal skills and ability to deal effectively in a team environment
- Intermediate computer skills and knowledge

PHYSICAL REQUIREMENTS: Work may be performed in an office, museum, or field environment. Moderate physical activity is periodically required, including the handling of average-weight objects up to 25 pounds and standing and/or walking for more than four (4) hours per day. The Museum is a non-smoking, drug-free workplace.

Criminal History and/or Financial History Background Check: Successful applicant must pass background check.

Veteran's Preference Points: Applicants **MUST** submit a copy of his/her DD-214 with application in order to receive veteran's points. This is for initial appointments only.

Driver License Report (MVR): Driver license report (MVR) will be obtained by the Human Resource Division is applicable.

Salary: \$10.00 per hour – Work will not exceed 29 hours per week. Will work various shifts including evenings, holidays and weekends.

Application Procedure: On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORK PLACE

AA/EOE/ADA

November 1, 2019