



Museum Assistant Job Description

Part-time, 20 hours /week – Tuesday through Saturday

Hourly

Reports to the Executive Director

GENERAL RESPONSIBILITIES:

The Program Assistant will advance the mission of the Vallejo Naval and Historical Museum through assisting the Executive Director with the day to day running of the museum. This entry level position is responsible for working on programs, exhibits and events. They will be actively engaged in assisting with all aspects of the museum's mission. This will include, helping to maintain the history of the City of Vallejo, Mare Island, and the surrounding region, as well as presenting exhibits and programs that showcase our history while exploring and celebrating the diverse cultural traditions of the community.

ESSENTIAL FUNCTIONS:

Museum Daily Maintenance Duties

- Assist the Executive Director, other staff, and board members with multiple tasks
- Assist with Membership, Education, Fundraising programs
- Event assistance set up and clean up
- Giftshop floater and event greeter
- Museum opening and closing procedures
- Janitorial, trash, recycling, floors, general cleaning
- Laundry as needed
- Kitchen duties as required
- Parking lot and front of museum clean up
- Help staff as needed in all other areas of museum activities
- Engage with the public, guest curators, researchers, and educators as needed
- Work with staff and volunteers on exhibit installation and removal
- Staff tables and represent the museum at community events
- Other duties as needed.

QUALIFICATIONS:

- Experience with museums or historic sites is desirable.
- Background in American history, museum studies, material culture, or related field preferred.
- Knowledge of exhibitions development, collection management and current museum principles, practices, and procedures.
- Demonstrate ability to organize, set and implement priorities, and manage multiple tasks.
- Ability to work with staff, board members, and volunteers to meet deadlines.
- Excellent written and verbal communication skills
- Strong commitment to the mission of the Vallejo Naval and Historical Museum
- Working knowledge of Microsoft Office, Excel, and PastPerfect
- Willingness and ability to act as an integral member of a team that includes staff, volunteers and museum members.
- The ability to be flexible with demonstrated problem-solving skills.
- Willingness to work irregular hours, including weekends and evenings when required.
- Experience in public relations would be an advantage.
- Ability to lift up to 30 pounds.
- Must have a valid driver's license