

St. Louis County Historical Society	
Job Description	
Position Title: Museum Assistant/Lake Superior Ojibwe Gallery & Other Exhibits	Description Valid As Of: April 2018 Hours: 6-12/week Volunteer
Reports To: Executive Director	
Non-Exempt Part-Time Temporary	

POSITION SUMMARY

The St. Louis County Historical Society is seeking museum assistants to serve primarily as gallery attendants for its Lake Superior Ojibwe Gallery and other exhibits. Overall, attendants would be responsible for greeting museum patrons, informing them about the nationally recognized paintings and artifacts that represent the history and culture of the area’s Ojibwe people. Ideally, attendants would be cautious, careful, detail oriented, diligent, and able to perform light physical work. They need to follow specialized training that would enable them to care for artifacts within the gallery environment and to record daily attendance in the Gallery as well as other tracking information.

Special Consideration: An important component of the Gallery is the selection of American Indian, primarily Ojibwe, artifacts from the Society’s collection that lend insight into Ojibwe culture. Training will orient attendants to the art, history, and cultural aspects of this exhibit, as well as to the Society’s partnerships with regional tribal entities, which include Fond du Lac Band of Lake Superior Chippewa, Bois Forte Band of Lake Superior Chippewa, and Grand Portage Band of Lake Superior Chippewa. Training materials are provided through the American Indian Advisory Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greet museum patrons as they enter the Gallery.
2. Identify exhibit highlights.
3. Provide information using the Docent Guide as a reference to Gallery patrons.
4. Provide security for the Gallery and its contents.
5. Perform light cleaning within the Gallery.
6. Be punctual and reliable.
7. Represent the Society and its mission in an enthusiastic and professional manner.
8. Learn about Society exhibits and the Depot in general.
9. Study material provided about the Gallery and its contents.

SUPERVISOR

Collection Manager/Exhibits Curator.

EDUCATION/EXPERIENCE/QUALIFICATIONS

- High school diploma or GED
- Native preference
- Basic computer skills
- Good oral communication skills required
- Professional attire
- Outgoing, friendly, energetic person who likes talking with people and learning about area history.

TIME COMMITMENT

Saturday and Sunday, 10 AM to 4 PM