

Foley Depot Museum Operations Assistant

Reporting Authority:

Reports directory to the Executive Director of the Foley Depot Museum

General Job Duties:

Assists Director with the overall day-to-day operations of the museum.

Provides backup assistance to the Director in maintaining a presence in the museum when it is open to the public.

Perform daily museum operations, including opening and closing procedures as required.

Greets and interacts with museum visitors to promote the Depot Museum and the Model Train Exhibit.

Interacts with volunteers and/or museum staff to facilitate a positive working environment.

Assists in the interpretation of museum collections and exhibitions to the public, participates in events and handles objects from the collections as directed.

Assists volunteers in the operation of the Museum's Model Train Exhibit and is responsible for the operation of the Model Train Exhibit when volunteers are not present.

Serves as Train Engineer when volunteers are not present to drive the train.

Assists Director with the administrative operations of the museum including coding invoices, monitoring budget, etc.

Provides assistance to Director with archiving of museum inventory items and collections.

Assists Director with the moving, transport, and/or construction of exhibitions as required.

Assists Director in ensuring the security and quality of items on display through regular checks of displays.

Assists Director in planning and executing special events of the museum.

In coordination with Director, attends meeting and/or events of the museum as required.

Serves as the building coordinator and primary contact for facility maintenance issues.

Performs general maintenance and repair as may become necessary.

Provides routine cleaning of facility including restrooms, museum displays, etc. as necessary.

Reports and takes action to prevent faults or hazards located in designated areas of responsibility and generally around the building.

In coordination with Director, assists in coordinating and managing volunteers of the Museum and Train Exhibit volunteer program.

Assists Director with oversight and management of museum projects.

Performs a wide variety of other duties as assigned.

Qualifications and Experience

High School Diploma or equivalent

General Maintenance Experience Required

Experience in working with the public

Experience in working with volunteers

Experience in working as part of a team

Experience with budgeting

Must have Alabama Drivers License and be insurable under the City's automobile

Hours of position

29 hours per week / 1508 Annually

(actual daily hours flexible depending upon needs of Museum Director)

Depot Museum Operations Assistant			
Effective Date: PPB 08/11/15			
Salary - G-10 Equivalent		\$ 33,735.00	
For Resolution Journal Entry (if needed)			
Account	Acct #		
SALARY			\$ 33,735.00
	58 hours x 4 pay periods = 232 hrs		\$ 3,762.75
BENEFITS			
Payroll Tax		0.0766	\$ 288.23
Workers Comp	9102	0.0424	\$ 159.54
			\$ 447.77
TOTAL			\$ 4,210.52
HR Director Approval Signature			Date