

Beloit College

Student Employment Job Description

Position Title	Museum Attendant	Hourly Rate	\$7.25
Department	Museums	Supervisor	Aaron Wilson
Work Location	Logan Museum or Wright Museum Of Art	Account Number	01-47360-00000-00000-xxxxx

Do multiple individuals hold this position at one time? Yes No

Number of positions available: 5 - 15

Work Schedule

A student in this position can expect to work **1-2** hours per day, **4-6** hours per week.

The student will work Monday thru Friday Saturday Sunday any day of the week.

Hours are available during the following times of the day: **10:45 am - 4:00 pm and other times for special events .**

Department/Position Overview

Responsible for welcoming visitors to the Museum by giving information regarding the exhibits, the college, and City of Beloit. Attendants are required to safeguard the Museum, as well alert staff to objects on display, lights, and other museums matters needing attention. Attendants are regularly asked to assist with a variety of office/secretarial duties.

More Detailed Information Available

<http://www.beloit.edu/wright/>

Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
- Act as Docent during special events and gallery openings
- Attend special gallery tours
- Have knowledge of the Museum, Beloit College and the City of Beloit

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Some knowledge of office equipment, computers, and software (Microsoft Word & Excel)**
- Familiarity with specific equipment, listed here: **walkie talkies, certain lighting, and AV equipment**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **We have a mandatory meeting to discuss the job requirements and procedures. We also give our attendants a tour of any new exhibits.**
- A clean and neat appearance and an enthusiasm to work
- A courteous, positive, and helpful attitude and the ability to interact with visitors and talk on the telephone
- Ability to understand and follow instructions
- Must have a sense of responsibility and dependability