



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Museum Attendant
DEPARTMENT: Museum
RATE CLASS: Non-Exempt
REPORTS TO: Museum Professional
SHIFT: Hours of Operation 10AM-4PM, Tuesday through Saturday
(May be changed at the discretion of the City of Freeport Museum Supervisor)

EDUCATION: High School Diploma or GED. Some College Preferred.

JOB SUMMARY:

The Museum Attendant is an entry level position that requires a variety of skills and knowledge. Below are characteristics that are essential to a Museum Attendant for the City of Freeport.

SPECIAL SKILLS:

- Ability to address the general public in a courteous manner
- Ability to be informative and knowledgeable about exhibits
- Ability to follow directions
- Ability to research using books and internet resources
- Ability to maintain records and archives
- Ability to use janitorial equipment

DUTIES & RESPOSIBILITIES:

- Conducts operation of museum and provides information about regulations, facilities, and exhibits to visitors
- Opens museum at designated hours, greets visitors, and invites visitors to sign guest register
- Monitor visitors viewing exhibits, cautions persons on complying with museum regulations
- Distributes promotional materials, and answers questions concerning exhibits, regulations, and facilities
- Arranges tours of facility for schools or other groups, and schedules volunteers or other staff members to conduct tours
- Examines exhibit facilities and collection objects periodically and notifies museum professional personnel or governing body when needed repairs or replacements are observed
- Receives and archives items of the museum
- Is responsible for the overall up-keep and janitorial work of the museum and it's designated museum areas

- Completes other duties as necessary

OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Museum Attendant and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical:

- Lifting up to 50 lbs
- Standing a majority of the workday if necessary
- Exposure to older equipment, artifacts, and papers that do not meet current safety code standards

Mental:

Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date