

## Avalon Free Public Library Position Description

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| Position: Part Time Museum Assistant – Key Holder          | Department: History Center |
| Reports to: Assistant Director, Collections and Technology | Revised: October 2025      |
| Status: Nonexempt  |                            |

### Position Summary

Greets patrons, provides information about exhibits on display and related Avalon History, and assists with physical collection and digital collection maintenance. Schedule may include Saturdays and the occasional evening shift for program/outreach support.

### Contacts

Works closely with History Center team colleagues. Maintains internal contacts with the entire organization staff and external contact with patrons and the general public. This position has access to patron information and organization resources.

### Essential Functions

#### Operations

- Serve as a key holder, responsible for opening and closing the facility.
- Answer phone calls, record messages, and relay them appropriately.
- Assist with the distribution of marketing material to assigned locations.
- Provide support for onsite and virtual History Center events, including event set up and break down.
- Participate in outreach activities.

#### Exhibit Guide & Visitor Engagement

- Welcome visitors and provide exhibit orientation.
- Tailor interpretive experiences to individuals and groups.
- Learn about visitor interests in order to guide them to relevant collection items and/or recommend upcoming programs.
- Learn contextual information about items on display (both rotating and permanent) along with Avalon history and convey this information to visitors.
- Gather visitor contact information for follow-up purposes.
- Monitor the status of the History Center's signage program and work with the Curator to draft new and/or updated interpretive labels.
- Provide research assistance using multiple online and print-based resources for public and staff.
- Collaborate with staff on exhibitions, social media content, and educational initiatives as needed.

#### Collection Maintenance

- Assist with cataloging photographs, documents, and artifacts using the museum's collections management system.
- Support data entry and organization of collections and related resources.
- Provide administrative support for collections-related projects and public inquiries.
- Prepare materials for digitization and operate scanning equipment.
- Assist with catalog maintenance to facilitate access by the general public and for research.
- Assist in the general collection maintenance and organization.
- Support inventory audits and help maintain accurate records of holdings.

### Knowledge, Skills and Abilities

- Knowledge of museum interpretation techniques and best practices for artifacts and historical information.
- Strong verbal communication skills across age groups and abilities.

- Clear, concise writing and documentation skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a small team.
- Basic photo editing and file conversion skills.
- Ability to interpret and convey historic and biographic information.
- Read, understand and interpret written materials and oral instructions.
- Comfortable speaking in front of groups.
- Act responsibly, independently, and be held accountable.
- Establish and maintain effective work relationships with other employees, volunteers, and the public.

#### Experience, Education, and Licensure

- Demonstrated interest in history/material culture. Interest/experience working with local history, preferred.
- One (1) year customer service, required. Prior museum and/or administrative support experience preferred.
- HS Diploma, or equivalent, required. Bachelor's Degree in a relevant field, preferred.
- *Must be at least 18 years old to apply. Employment offers are conditional upon a successful background and reference check and include a probationary period.*

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, work may require prolonged standing and walking, climbing stairs and bending. Preparing for programs may require setting up chairs and moving equipment such as projectors and screens.
2. The employee will use their hands to use History Center tools and equipment; such as a computer keyboard and mouse.
3. The employee must occasionally lift and/or move up to 40 pounds; and occasionally push/pull a loaded cart weighing up to 200 lbs. over floors for up to 60 feet.
4. The employee will frequently speak and listen when interacting with co-workers and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

#### Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Patron traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.
4. Although work is primarily indoors, you may be required to travel outside to other community locations.

*Nothing in this position description restricts management's right to assign or reassign duties to this job at any time.*