

MUSEUM ATTENDANT

The City of Carlsbad is seeking to fill a part time Museum Attendant position with the Carlsbad Museum. This position works up to 25 hours per week.

Assists the Museum Curator in the operation of the museum.

Performs general oversight of museum during hours of operation. Responsible for registration of visitors and surveillance of patrons to ensure the security of the premises and exhibits. Performs data entry of museum collection records. Assists with maintenance of collections, files and archives.

Answers telephone and takes messages. Makes necessary telephone calls to Museum Board, committee members, Amigo members, and others as needed. Makes necessary appointments for school and group visits.

Responsible for maintenance and security of the gift shop, to include selling and inventory of merchandise and the accounting and safeguarding of all receipts and deposits. Assists with selection and ordering of gift store stock.

Performs general maintenance of museum entrance. Performs organization and maintenance tasks in gift shop, displays, exhibitions and storage areas. Assists with museum events, exhibitions and programs as needed.

Knowledge of general museum operating policies and procedures. Knowledge of basic computer skills including data entry programs.

Ability to use electronic cash registers and make change accurately. Ability to use electronic alarm system. Ability to lift and move objects weighing more than 20 pounds. Ability to work without supervision. Ability to receive and follow oral and written instructions. Ability to establish and maintain effective working relationships with other staff and the public.

Must have a high school diploma or GED. Previous museum experience, retail experience, and data entry/computer background preferred. Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

Starting base hourly wage will be \$15.49. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than January 12, 2018.