

Position Title: **Museum Technician**
Department: Nylander Museum
Reports to: City Manager
Classification: Part-time temporary non-exempt
Hourly Rate of Pay: \$15.00 - \$16.00 / hour

Nature of work:

This position is a responsible and varied position serving the community as a museum technician at the Nylander Museum. The successful candidate will frequently work independently in the timely completion of projects in the museum. Employee will update the Nylander Board of Trustees on project progress through the City Manager.

Work hours can be flexible during times when the Museum is closed. During times when the Museum is open to the public, Saturday work hours will be required.

Essential Functions and Responsibilities:

Provide excellent customer service to patrons when called upon as part of daily routine.

Preserve, maintain, organize, and classify documents, objects, historical documents, and archival materials

Clean objects such as shells, rocks, minerals, and other artifacts

Create and manage a system to maintain and preserve electronic records of collection

Safeguard records by creating digital copies

Recommend amending procedures to improve efficiency of task completion

Open and close; lock and secure facilities and unlock facilities as needed

Ensures perimeter security by ensuring building entrances remain locked and closed for security purposes

Help arrange, exhibit, and maintain collections

Set and administer policy guidelines concerning public access to materials

After initial projects are complete, work may expand to curriculum, activities, tours, public relations, fundraising and volunteer recruitment

All other duties as assigned.

Minimum Required Knowledge, Skills & Abilities:

Ability to work independently and to complete daily activities according to work schedule.

Ability to lift objects, walk, and stand for long periods of time.

Ability to use the following tools and equipment: phone, computer, camera, printer scanner and fax machine.

Ability to work professionally, safely, and follow all established safety rules and procedures.

Must be willing to take initiative, have the ability to accept constructive criticism, be dependable, maintain a positive attitude and represent the organization in a professional, courteous manner when the occasion arises.

Ability to work in a team environment and maintain effective working relationships with other employees; be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Ability to communicate effectively verbally and in writing.

Ability to understand and carry out written and oral instructions as well as follow established standard operating procedures.

Must have ability to utilize appropriate Personal Protective Equipment, (PPE)

Minimum Qualifications:

Education: Graduation from high school or equivalent required.

Experience: Related work experience preferred

Must possess and maintain own reliable transportation to and from work site

Physical Demands:

While performing the duties of this job, the employee is regularly required to reach with hands and arms.

The employee frequently is required to stand; walk; and use hands to handle, feel, or operate objects, tools, or controls.

The employee must have a full range of body motion, to include bending at waist and full use of lower extremities and back muscles.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; smell; talk and hear.

The employee must frequently lift and carry up to twenty-five (25) pounds and occasionally, move, push, pull or drag up to 100 pounds.

May be required to climb, descend, and perform work on ladders.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to utilize appropriate Personal Protective Equipment (PPE).

The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and mold or mildew.

Application Process:

Interested parties may submit cover letter, resume, and City of Caribou employment application (available online or by visiting the Caribou Municipal Building) to: City of Caribou Human Resources Attn: Carl Grant / 25 High Street / Caribou Maine 04736 or email to: cgrant@cariboumaine.org. Incomplete submissions will not be considered. The position will be open until filled. First round of interviews will take place the week of November 1, 2021, for applications received by October 29, at 1:00 pm.

The physical demands and work environment 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 qualified individuals with disabilities to perform the essential functions, provided that such reasonable accommodations do not pose an undue hardship for the City. External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process, on a case by case basis.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.