

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

MUSEUM ATTENDANT

Cultural Center/Visitor's Center, Nixon, NV
\$11.25 - \$11.82 per hour, Regular, Part Time 32 hrs.
Class Code: 217, Grade: 10, Steps 1-3; DOE

Date Posted: 01/28/2020

Date Closes: OUF

DEFINITION: Assist museum visitors by providing information and directions. Maintain the gift shop by cleaning, organizing, conducting sales, stocking, and counting inventory. Perform security activities to protect visitors and exhibits. Perform related work to assist with exhibits and museum programming.

DUTIES & RESPONSIBILITIES:

Prepare museum daily by turning on lights and video, inspecting entire premises for damage or maintenance needs, raising the flag, and cleaning to ensure readiness to receive visitors. Perform custodial duties as needed.

Assist visitors by providing information and directions; answer visitor questions regarding exhibits, history, locations, and public facilities. Coordinate visiting tour groups and conduct interpretive and educational presentations about tribal history and culture. Perform excellent customer service as a positive reflection for the Pyramid Lake Paiute Tribe.

Conduct the daily operation of the Museum Gift Shop, which includes registering sales, stocking shelves, taking inventory, preparing purchase requisitions and creating displays. Keep records of purchases and prepare appropriate paperwork as needed. Maintain a professional appearance of the gift shop via creative and changing merchandise, art, and appropriate signage. Assist with the promotion of gift shop items, specials, and events through social media.

Operate surveillance systems to ensure the protection of visitors and property within the museum. Assist with security of the museum exhibits and actively engages with visitors to prevent damage or accidents. Report vandalism and unusual activity to the supervisor and law enforcement, if necessary.

Perform clerical tasks such as answering phones, typing and mailing letters and packages. Perform basic computer tasks and data entry. Operate a digital scanner to duplicate important and historical records or photos. Compile and prepare statistical reports, including monthly and yearly attendance.

Prepare paperwork for the acquisition of artifacts or donations of items that relate to the mission of the museum. Assist with preparing objects and archives for storage using

preservation quality methods and materials. Inspect collections and storage areas regularly. Assist in planning and arranging storage space, improving record system, revising operating procedures, and devising improved preservation methods.

Assist in the planning and development of exhibits by researching tribal history and cultural topics and accessing collections for display. Perform functions in the preparation and installation of exhibits, workshops, and museum-sponsored events.

Secure the building at end of the day by locking up register drawer and donation box, turning off lights and setting the security code. Prepare detailed reports of accidents and maintain logs.

Contribute to a team effort for museum betterment. Work on weekends and holidays as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Working knowledge of: the history of Pyramid Lake and the Northern Paiute people; Nevada and local history; museum exhibits, programs, and services; security and emergency/disaster plan practices, including inventory preservation procedures; basic first aid procedures; prehistoric and historic artifacts; museum collections management practices and processing requirements of various archaeological materials types.

Skills: operate various word-processing, spreadsheets, and database software programs; operate a cash register and conduct basic mathematical calculations; maintain files and operate standard office machines; deliver exceptional customer service and telephone etiquette; pay attention to details; organize, prioritize and coordinate work activities; use initiative and sound independent judgment within established guidelines.

Ability to: implement museum policies, procedures, and best practices; learn exhibit contents and interpret effectively to the public; set up lectures and assist in special events planning; perform basic research to assist in report preparation and collection identification; exercise good judgment, courtesy and tact in communicating with visitors; assist in the supervision of tours and volunteers; interact with diverse groups of visitors and organizations; maintain routine records and logs; achieve basic clerical tasks accurately and quickly; follow oral and written instructions and have good judgment; adapt to changes, demands and growth within the program; perform all physical requirements of the position: light lifting, bending, stooping, reaching and carrying; maintain effective, friendly, and helpful relationships with other employees, community members, and the general public; construct and prepare museum exhibits; maintain a drug-free workplace; process complex information, creatively solve problems and organize data.

Must have reliable transportation, possess a valid driver's license, and be insurable under the Tribe's vehicle insurance policy.

Must favorably pass a thorough background investigation.

REQUIRED EXPERIENCE & TRAINING:

Graduation from high school or equivalent education and one year of experience dealing with the public on a continuous basis; OR an equivalent combination of education and experience in which the applicant can demonstrate possession of the entry-level knowledge, skills and abilities.

Must obtain First Aid/CPR certification within the first year of employment.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension 1132/1120/1119.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.