

Off-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	Wenatchee Valley Museum Assistant
Department/ Location	Wenatchee Valley Museum and Cultural Center
Rate of pay	\$13.00 hr/ Jan. 1, 2020- \$13.50
Supervisor	Marriah Thornock
Duties and Responsibilities	<p>Duties will depend on the position. Potential positions:</p> <p><u>Museum Collections</u>- Data entry, scanning photographs, photo documentation of objects</p> <p><u>Programs and Exhibits</u>- Help with installation, maintenance and take down of museum exhibits. Support Education programs, tours, education room and activity set-up/clean up, assist visitors, instructors and staff, greet the public, assist with food service.</p> <p><u>Operations and Guest Services Assistant</u>- Filing, mailings, copying, making phone calls. Greet and assist visitors, give directions and information, use computer point of sale system for admission, ticket sales, and gift shop sales. Direct visitors to exhibits, provide interpretive information, and assist with handicap lift.</p> <p><u>Marketing</u>- Post to social media accounts, fill promotional flyers, update community calendars, and provide logistical support to museum events. Provide clerical and event support to membership department</p> <p>Duties will be assigned based on organizational need and appropriate match with work study student skills.</p>
Minimum Qualifications	<ul style="list-style-type: none"> • Ability to follow directions and perform tasks independently • Ability to use a computer, copier, telephone • Attention to detail; careful • Punctual, dependable, ready to work • Ability to be flexible in working within museum and be willing to assist in a variety of tasks necessary for the good of the organization • Accommodate changes in work pace – sometimes hectic, sometimes slow • Positive attitude; work well with others; contribute to a positive work environment • Willing to work evenings and weekends as needed for special events
Educational Benefit	This position is a good match for students pursuing career pathways in museum studies, program management, event planning, humanities, and history.

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