



City of Phoenix MUSEUM ASSISTANT

JOB CODE 42060

Effective Date: 12/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of Museum and Cultural Park functions including: Educator, Collections Manager, Registrar, Park Naturalist, Marketing and Public Relations Specialist and Volunteer Coordinator. The function of the Museum Educator is to conduct adult and children's programming, both on and off site; museum tours; publicity and marketing for programs; and other related functions. The Collections Manager and/or Registrar is responsible for developing a standard computerized inventory system, a comprehensive collections policy and procedures program and an exhibition program. Some positions exercise supervision over part-time employees assigned to assist with museum functions. General direction is received from the Museum Curator or Public Art Program Manager and performance is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Develops and coordinates on and off site educational programming;
- Develops museum educational programs for adults and children;
- Presents lectures and workshops in the community;
- Develops and administers the Museum's Guide/Docent Program;
- Develops and coordinates publicity and marketing strategies for the museum and education programs;
- Curates all incoming collections, including registration and accessioning;
- Establishes and maintains an inventory system for collections management;
- Provides technical information and lectures to classes and visitors, covering early Phoenix and Arizona Indian History and archaeological procedures;
- Designs and prepares museum exhibits;
- Develops collections procedures and policies;
- Develops volunteer coordination programs;
- Develops and implements a Marketing Plan for the Museum and Cultural Park;
- Interprets Natural History elements of the Cultural Park;
- Inventories native plants and animals in the park;
- Acquires, frames, records, and displays portable works collection;
- Assesses collections for immediate and future cleaning and maintenance needs;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



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Required Knowledge, Skills and Abilities:

Knowledge of:

- Professional archaeological principles, materials, methods and practices.
- Museum practices and methods, including the preparation of exhibits, proper methods of storing, cleaning, and processing of a variety of specimens and the general care of properties.
- Accessioning, cataloging and indexing.
- Educational programming methods and techniques.
- Publicity and marketing techniques.
- Natural history as related to a Cultural Park.

Ability to:

- Communicate orally in the English language by telephone on a one-on-one or group setting.
- Develop and implement educational programming for both children and adults.
- Prepares written documentation in the English language using proper sentence construction, punctuation, and grammar.
- Administer a collections management program.
- Be tactful and courteous with the public.
- Perform a broad range of supervisory responsibilities over part-time employees.
- Perform a variety of museum functions, including preparation of museum exhibits.
- Present an archaeological museum as a scientific, educational and civic asset to the community.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work locations, assignment or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:



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Three years of professional museum or public art collection experience which includes at least one year in an area of specialization such as Collections Management, Educational Programming, Registrar, or exhibit design and implementation, and a bachelor's degree in archaeology, anthropology, education, fine arts, or fields related to specific assignments. Other combinations of education and experience which meet the minimum qualifications may be substituted.