



Johnson County Museum of History

135 N. Main St., Franklin, IN 46131

317-346-4500

www.johnsoncountymuseum.org

Part-time Museum Assistant

\$11/hour

20 hours +/- week

The Johnson County Museum is searching for a part time employee to fill an open museum assistant position. This person would report directly to the Director and work with the museum's staff and volunteers. The main duties of this position would be to tend the front desk, manage exhibit and museum graphic design needs, update the museum website, and assist the curator with various tasks. This is a Friday and Saturday position with the third day of work being flexible throughout the week.

Qualifications

- A minimum of a Bachelor's Degree in history, museum studies, or a related field
- Excellent customer service skills
- Knowledge of graphic design or Adobe Photoshop
- Data entry skills, collection management software a plus
- Experience with marketing plans
- Basic knowledge of museum best practices for collections management and care
- Basic knowledge of Wordpress website management
- Research skills for text panel and exhibit work

Primary Responsibilities

- Provide outstanding visitor services
- Create marketing material for museum publications and print materials
- Design exhibit labels and elements as directed by the curator
- Update museum website as directed
- Provide administrative support and clerical assistance to museum staff
- Send press releases to media entities to promote museum events and programs
- Work museum events as needed, including occasional evenings
- Enter collection data into the museum's database, Past Perfect
- Assist with other tasks as needed

Review of applications will begin immediately. Applications will be accepted through January 21st.

Send resumes and cover letter to:
David Pfeiffer, Museum Director
dpfeiffer@co.johnson.in.us