

Position Description

Museum Program Assistant

Status: Part-time (18 hours per week)

Work Days: Flexible- needing 1 week day plus Saturday covered

Hours: 9:30 a.m. - 4:30 p.m.

Hourly Pay: \$10.00

POSITION OVERVIEW

The Program Assistant participates in a wide array of day-to-day operations, to include, but not limited to facilitating and providing Liichokoshkomo' interpretive school tours and overall Museum educational program support. The part-time position work schedule is flexible, needing coverage Monday – Saturday. The Program Assistant will need to be available for educational programs offered at the Museum during Spring Break, Fall Break, Winter Break, for summer camps and for special events and the occasional evening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The priority of this position is to create a positive visitor experience for guests through every aspect of their interaction in the Museum including the exploration of the exhibits, participation in programs, classes, birthday parties and special events.
- This position will greet and interact with Museum guest and school age groups, answer routine questions about exhibits and the Museum and will lead tours.
- Assists with scheduling and the utilization of the Annie Oakley Society Center lunches and programs.
- Serve as a floater within the Museum when not assisting with programs, being comfortable with various aspects of the Museum.
- Learn and be knowledgeable about the Museum's programs, exhibits, pricing and memberships.
- Participates in idea development, research and implementation of educational programming and events for the Museum.

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

- A positive attitude and willingness to learn about the Museum and the exhibits is essential
- Provides exceptional customer service experience
- Enjoys interacting and teaching children
- Effectively interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Efficient and effective verbal and written communication skills
- Ability to follow instructions furnished in verbal or written format
- Ability to stand and walk for long periods of time and lift 25lbs
- Must be able to lead tours outside in all types of weather and walk on uneven surfaces
- Works in a shared office space environment
- Must be able to bend, squat and kneel

How to Apply E-mail a cover letter and resume to the Manager of Human Resources, hr@nationalcowboymuseum.org. Please include the title of the job in the subject field of the e-mail. No phone calls, please.

ABOUT THE NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation's foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on nearly 37 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen nearly 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma's and the region's primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture.

MISSION STATEMENT: The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.