



Docent/Reception/Data Entry Bowman Museum JOB DESCRIPTION

Job Title: Museum Docent/ Reception/ Data Entry
Department: Museum
Reports To: Museum, Executive Director
Salary Grade: 4

I. Job Purpose:

Under the general supervision of the Museum Executive Director, this position is usually the first contact for the general public. Docent responsibilities include meeting and greeting the visiting public, answering the phone, performing gift shop sales and disseminating various types of local history. The Docent is sometimes called upon to tour both adult and student groups through the museum.

This position will also perform computer data-entry in Microsoft Word processing and PastPerfect software's membership and/or collection record keeping system.

Number of Employees Reporting to This Position: periodic volunteers and researchers.

II. Duties, Tasks and Responsibilities:

- Provides general visitors services including operation of a cash register.
- Performs data entry and update of computer record keep system.
- Conducts individuals or groups with tours of the museum when necessary.
- Leads and assists volunteers, researchers, students and other visitors in the museum setting.
- Helps maintain the museum in a clean and organizing fashion.

III. Skills, Knowledge and Abilities:

- Effective written and verbal communications.
- Knowledge of general office procedures including basic use of computer software.
- Capable of and amenable to an extensive software training process.
- Ability to work well with co-workers and volunteers.

IV. Qualifications:

- Requires High School diploma, B.A. or college classes in related field, such as Museum Studies, History, or Art History preferred.
- Minimum of one year experience in customer service including retail sales preferred.
- Prior knowledge and use of PastPerfect museum software
- Prior to or on date of hire:
 - Able to complete a thorough employment and/or criminal history check.
 - Able to successfully pass a pre-employment drug test (not required for all positions).
 - Final candidates will be required to provide *official* proof of college degree and certified transcripts (not required for all positions).



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V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- This position is 'at-will', and either Crook County, Crook County Historical Society Board or the employee may terminate the relationship at any time with or without cause.
- Work location is generally 246 N. Main Street, Prineville, OR.
- Fair Labor Standards Classification: **Non- Exempt**
- Crook County is an equal opportunity employer

VI. Signatures:

I acknowledge that I have read the above job description that applies to the position to which I have been appointed and I have received a copy thereof.

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____