



Linn County Historical Museum

101 Park Ave.

Brownsville, OR 97327

Phone: 541-466-3390

<https://linnparks.com/museums/linn-county-historical-museum/>

JOB ANNOUNCEMENT

POSTING DATE: November 8, 2024

CLASSIFICATION TITLE OF THE JOB: Museum Attendant

CLASSIFICATION CATEGORY: Part-Time, Non-Benefited Position working 11-16.5 hours per week

DEPARTMENT: Linn County Historical Museum/Moyer House, located in Brownsville, Oregon. Managed by the Linn County Parks & Recreation Department.

MUSEUM ATTENDANT

Responsible for the daily operations of the Museum.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of the equivalent GED Certificate; or any satisfactory equivalent combination of experience and training, which demonstrates the ability to perform the work described. Ability to meet, communicate both orally and in writing, and deal courteously with the public. Ability to maintain effective working relationships with volunteers, historical organizations and fellow employees. Ability to learn assigned clerical and Museum operational tasks. Ability to work independently with minimal supervision.

DESIRABLE QUALIFICATIONS:

Prior experience in a museum is preferred; technologically savvy.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Works with various related non-profit organizations that benefit the Museum and Moyer House.
- Assist with Community Event Coordination.
- Protects collections through proper storage and display techniques.
- Keeps records of volunteers, tourists and money received.
- Opens and closes Moyer House and Museum; greets visitors and provides them with information about the Moyer House and Museum collections.
- Performs basic custodial services for the Museum and Moyer House.
- Locks and secures buildings and responds to security alarms.

Employee works under the supervision of the Park Ranger assigned to Museum oversight. Supervision is not a responsibility of this position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors. Work requirements include the ability to sit, stand and climb stairs; see, talk and hear; use hand to finger, handle or operate objects or controls; reach with hands and arms. The work requires the ability to lift or move up to 30 pounds.

SALARY RANGE AND BENEFITS:

This is a part-time, non-benefitted, position with the exception of sick leave accrual (11-16.5 hrs. per week, typically works Friday and Saturday). Hourly wage is \$15.00.

CLOSING DATE: December 1, 2024

Studies have shown that women and BIPOC individuals are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The county will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

HOW TO APPLY: Submit a completed Linn County Employment Application along with a cover letter and resume to: Stacey Whaley, Director, Linn County Parks & Recreation, 3010 SW Ferry Street, Albany, Oregon 97322; Fax: 541-924-6915 or via email to parksjobs@co.linn.or.us. Application forms may be obtained through the Linn County webpage at <https://www.linncountyor.gov/jobs> or by calling (541) 967-3917.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER