



Museum Assistant Position

Classification

Type: Hourly, part-time, contract

Schedule: Approximately 19 hours per week- Tuesday-Friday 2:00pm-4:00pm, 10:00am-4:00pm every Saturday. Off Sunday and Mondays. Closed all major holidays and inclement weather closings that align with the Bentonville Public Library. This is a part-time, contracted position with no remote work availability.

Bentonville History Museum Overview:

The city of Bentonville's history is long and rich. Early Native American settlements, a successful agricultural industry, the Battle of Pea Ridge, the growth of Walmart... there are many stories to be shared.

The Bentonville Historical Museum aims to preserve the past for the future through collection, display, and education for residents and visitors alike.

The Museum is located at 416 S Main Street Bentonville, Arkansas 72712

Position Summary

The Bentonville History Museum is looking for a team member who is enthusiastic, and willing to promote history, heritage, and community. As the Museum Assistant, you will be reporting the Executive Director, the Museum Assistant offers exemplary guest service to the public while providing support for museum operations and special Events.

Essential Functions

- Responsible for the daily operation of the Front Desk area including opening and closing procedures.
- Ensure that all exhibits and surrounding areas are kept tidy so that all guests see the museum in prime condition. This will include general cleaning of the museum, restrooms, in and around the outside spaces, etc....
- Engage museum guests with active discussions using knowledge of exhibits and programs to enhance the overall museum experience.
- Maintain excellent customer service while interacting with museum guests.
- Provide information to guests regarding museum content, programs, directions, and other pertinent guest information.
- Maintain a professional attitude while demonstrating superior hospitality when working with guests, volunteers, and museum board members.
- Facilitate tours for community groups and school groups
- Be familiar with all museum safety and security procedures.
- Be available for Events and assist in the development and function of all special events.

General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. The Bentonville History Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

Qualifications

Education and Work Experience

- Be at least 18 years or older.
- Education in history, museum studies, or hospitality-related fields; highly preferred
- Experience working/Volunteering a for a non-profit organization
- Enthusiasm for History and engaging a broadening public

Technical Skills

- Strong verbal communication skills with an emphasis on public speaking and presenting information to diverse audiences in an engaging and compelling fashion
- Strong written communication skills including proofreading, grammar, and spelling
- Ability to organize time effectively and manage multiple tasks simultaneously
- Strong attention to detail
- Proven ability to work independently with minimal supervision as well as within a team environment

Physical

- Able to stand, walk, and interact with children and adults for extended periods of time
- Able to lift upwards of 20 lbs. overhead regularly and occasionally 40 lbs.
- Able to utilize basic cleaning tools and do regular cleaning.
- Valid driver's license, and reliable personal transportation required
- Candidates may be required to pass a background screening and drug test

Compensation and Hours

- Compensation will be \$15 per hour as a contracted employee.
- 19 hours a week with some opportunity for extra hours with special events as needed.
- No remote work, only On-site.
- Closed all major Holidays and abides by Bentonville Public Library closures for inclement weather
Hours will be Tuesday- Friday 2:00pm-4:00pm and Saturdays 10:00am-4:00pm
- Closed Sundays & Mondays

How to apply

Email Resume and letter of interest along with at least 2 references to
rlopez@bentonvillehistorymuseum.org