

## **Alutiiq Museum Job Description**

### **MUSEUM GENERALIST**

TITLE	Museum Generalist
CLASSIFICATION	Fulltime (preferred); Part Time (possible)
REPORTS TO	Language & Living Culture Manager
SUPERVISES	None

#### **SUMMARY OF RESPONSIBILITIES**

The Museum Generalist works throughout the Alutiiq Museum providing critical support across departments, gaining experience in all aspects of programming and operations. The position assists with curatorial projects, language & educational outreach, operations, and development. The Museum Generalist will be trained to perform various museum functions. This position is ideal for applicants who wish to explore different aspects of museum work before specializing and advancing within the organization.

#### **ESSENTIAL POSITION FUNCTIONS**

##### **Education & Language:**

- Assists with educational and language outreach & events
- Assembles, packs, delivers, mails, ships, and organizes educational materials

##### **Curatorial:**

- Assists with the care of the museum's collections—unpacking, washing, organizing, labeling, weighing, cataloging, inventory, storage, packing, and moving.
- Assists with document copying, filing, and scanning.
- Assists with the care and maintenance of the Koniag Cultural Library.

##### **Operations:**

- Assists with filing, photocopying, faxing, and data entry.
- Assists with museum mailings.
- Assists with the maintenance of the Alutiiq Ancestors' Memorial—planting, weeding, watering, clean up debris, etc.
- Completes facilities tasks as assigned—recycling, light cleaning, packing, errands, etc.

#### **REQUIRED EXPERIENCE AND EDUCATION**

This position requires a high school diploma or GED. One year of clerical experience and knowledge of telephone systems, postage meters, and computers with the Microsoft Suite of programs are a plus. Demonstrated experience with and knowledge of Native Alaskan heritage, history, art and culture are also preferred. The successful applicant must possess strong verbal communication skills and a courteous and professional manner.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interact and work positively with all museum staff, patrons, and volunteers.
- Ability to follow directions carefully, to accept feedback graciously, and to work independently on assigned tasks.
- Ability to resolve conflicts constructively.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in pro-active problem solving; and attend and participate in staff meetings as required.
- Must have a pleasant, courteous, and professional attitude and presence.

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- Able to work a flexible schedule and participate in evening and weekend programs and events as needed.
- Able to travel to Kodiak's remote villages for education and outreach events as needed.

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

This position conducts light work, performed in a pleasant indoor setting. However, the Museum Generalist should be able to lift 50 lb. (e.g., to carry boxes, move displays)

This job description does not list all the duties of the position. You may be asked to perform other duties. Your evaluation will include an assessment of your performance of your job as described herein or as required by a sponsoring organization. Management has the right to revise this job description at any time. The job description is not an employment contract.