



TOWN OF PLATTEVILLE

400 Grand Avenue, Platteville, Colorado 80651
970.785.2245 – 970.785.2476 (f)
(www.plattevillegov.org)

Job Announcement & Description

POSITION:	Museum Attendant (Pioneer & Fort Vasquez Museums)
DEPARTMENT:	Historical Society
CLASSIFICATION:	Part-time (25 hours per week)
SALARY & BENEFITS:	\$15.00-\$18.00 per hour. Workers Compensation Coverage, Employee PERA Retirement Contributions, Sick Leave Accrual
APPLICATIONS DEADLINE:	Monday, December 18 th 2023 at 4:30pm.

- Submit application to Troy Renken, Town Manager, 400 Grand Avenue, Platteville, CO 8065. Applications can be obtained by contacting Town Hall or at www.plattevillegov.org.

JOB SUMMARY:

This position is responsible for assisting the Platteville Historical Society with the general management and operations of the Platteville Pioneer Museum and Fort Vazquez Museum & Welcome Center. Opens and closes the museums from 10:00am – 3:00pm on designated days including Monday & Wednesday at the Pioneer Museum and Tuesday & Thursday at the Fort Vasquez Museum & Welcome Center. At least one Saturday needs to be worked each month at both museums. Attends the monthly Platteville Historical Society meeting the first Wednesday of each month.

SUPERVISION RECEIVED:

Works under the general supervision of the Platteville Historical Society and Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Platteville retains the right to modify or change the duties or essential functions of the job at any time.*

- Collects information and articles related to obituaries, local sports, community news and events, and other articles of interest and places these items in notebooks for collection and review.
- Works on various displays in the museums to arrange, modify and manage them for the public to view. Works with the Historical Society and Platteville Senior Organization on consignment sales for both organizations.
- Manages cash receipting and sales of various items including donations and placing orders. Manages family albums of historical significance and collects additional information as needed to update albums.
- Manages social media and newsletter on behalf of the Historical Society to promote the Pioneer & Fort Vasquez Museums and assists with programming and special events including tours and special guests.

OTHER DUTIES & RESPONSIBILITIES:

- Coordinate and work with Town staff including the library, public works and administrative departments regarding various museum issues. Coordinate with History Colorado on general maintenance of Fort Vasquez.

EDUCATION, EXPERIENCE & TRAINING:

Minimum Education: High School Diploma or GED required.

Special Training or Experience: Additional education or relevant technical training related to the position is preferred but not required.

Additional Job Requirements: Valid Colorado Driver's License and acceptable driving history. Pre-employment background check.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficient in Word, Microsoft Office, Outlook, Windows, Microsoft Excel. Good typing, customer service and general office skills. Good organizational and multitasking skills.

EQUIPMENT USED:

Practical ability to operate required computer programs, calculator, phone, copier and printer, along with general office equipment and technology.

ENVIROMENTAL CONDITIONS:

Most of the work is performed in the museum with occasional work performed outside on the museum grounds and log cabin located near the Pioneer Museum.

PHYSICAL REQUIREMENTS:

- Ability to lift or carry up to 25 lbs. and to push or pull up to 40 lbs. Ability to conduct activities involving climbing, balancing, crawling, twisting, stooping, kneeling/bending, crouching, and reaching on a limited to substantial basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to perform responsibilities of the position.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form. Ability to use mathematical reasoning as necessary to carry out the sales and cash receipting of items.
- Ability to use memorization and analytical skills and apply results. Ability to speak one or more foreign languages is helpful, particularly Spanish.

EQUAL OPPORTUNITY EMPLOYER:

The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.