



Position Title: **Museum Assistant 2**  
Reports to: Tontitown Historical Museum Board



### **Classification**

Type: Hourly, regular part-time, year-round, non-exempt

Schedule: Approximately 16 hours per week – Thursday, and Friday every week from 12:30 p.m. to 4:30 p.m.; Two other days a week for 4 hours, and required, one weekend a month; Attend Tontitown Historical Museum Board meeting the first Monday of each month at 6:00 p.m. and the City Council Meeting the third Tuesday of each month at 6:00 pm.

### **Tontitown Historical Museum Overview:**

The Tontitown Historical Museum opened its doors on August 10, 1986. Housed in the home of two original settlers, Mary and Zelinda Bastianelli, the museum combines collections of photographs and artifacts of the pioneer settlers of Tontitown.

The mission of the Tontitown Historical Museum is:

“Dedicated to identifying, collecting, and documenting artifacts relating to the history of Tontitown, Arkansas. We strive to preserve the history of this small community in order to educate and enlighten lives by sharing the Tontitown story.”

The exhibits share the unique story of the arrival of Italians in south Arkansas in the mid-1890s, their migration to the Ozarks in 1898, and the prosperous community they founded. Tontitown was named after Henri de Tonti, the Italian lieutenant who served under LaSalle and who founded the first settlement in Arkansas in 1686.

The Museum is located at 251 E. Henri de Tonti Blvd., just east of Tontitown City Hall.

### **Position Summary**

The Tontitown Historical Museum Board is looking for a team member who is enthusiastic about promoting history, heritage, and community. As a member of the City of Tontitown staff and reporting to the Tontitown Historical Museum Board, the Museum Assistant offers exemplary guest service to the general public while providing support for museum operations and special projects.

### **Essential Functions**

#### **Guest Service**

- 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.
- 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.
- Be familiar with all museum safety and security procedures.

#### **Special Projects**

- Catalog collection objects by creating records in the Museum's collection database.
- Scan the Museum's photographic collection.
- Assist with creating an active social media presence through weekly posts.

- Responsible for developing and executing the Education program working with local schools to educate on the history of Tontitown.
- Responsible for presenting the monthly update to the Tontitown City Council.
- Support grant opportunities and submit grant applications to support operations and special projects
- Recruit, train, and retain volunteers for daily operations and Museum special events
- Facilitate tours for community groups and school groups
- Support goals and planning for Museum Amici Membership

### 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 a logical assignment to the position. The Tontitown Historical Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

### **Qualifications**

#### Education and Work Experience

- High school diploma or GED; two years of college preferred
- Education in history, museum studies, or hospitality-related fields; highly preferred
- Experience working/Volunteering in a museum; 2 years preferred

#### Technical Skills

- Proficient in the use of Microsoft Office applications including Word, Excel, PowerPoint, and Outlook; Social Media outlets; and Google Documents
- 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 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 up to 20 lbs. overhead regularly and occasionally 40 lbs.
- Valid driver's license, current auto insurance, and reliable personal transportation required
- Candidates may be required to pass a background screening and drug test

### **How to apply -- by February 6, 2023**

Mail cover letter and resume to:

Tontitown Historical Museum  
P.O. Box 144  
Tontitown, AR 72770

Or, email the cover letter and resume to:

[museum@tontitownar.gov](mailto:museum@tontitownar.gov)

### **Questions**

Misty Piazza, Tontitown Historical Museum President

[misty\\_piazza@yahoo.com](mailto:misty_piazza@yahoo.com) or 479-466-3994

Bev Cortiana-McEuen, Tontitown Historical Museum Treasurer

[bcortiana@cox.net](mailto:bcortiana@cox.net) or 479-361-2609