

# Liberty County Museum & Archives



230 Second Street East

Chester, MT 59522

Phone: 406.759.5256

**Position:** Liberty County Museum Clerk I

**Responsible to:** Liberty County Museum [LCM] Board Members

**As an employee of the Liberty County Museum Archives Inc., owned by Liberty County, managed by LCM Board and the Liberty County Commissioners, hired employee will be expected to perform the following responsibilities.**

## **Duties:**

- Open and close museum to the public
- Greet the public and have all visitors sign in
- Be prepared to answer questions about Liberty County, Museum history and exhibits, and the surrounding areas
- Answer phone in a friendly helpful manner
- Communicate with the LCM Board Chair on all problems that arise
- Conduct tours of the museum and exhibits
- Be a sales clerk for the Museum
- Supervise all volunteers
- Perform LCM light housekeeping responsibilities (dusting, bathroom, overall look)
- Basic building, grounds and exhibit maintenance
- Operate video equipment
- Work with the LCM Clerk II on computer skills (data entry, accession sheets, scanning, filing)
- Other duties as assigned by the LCM Board and Liberty County Commissioners

## **Abilities:**

- Basic knowledge of computers (Microsoft word and Excel)
- Communication skills oral and written
- Work independently
- Able to multi-task
- Work flexible hours
- Lift up to 20 pounds

## **Availability:**

Seasonal hours from Graduation Weekend (May) to start of CJI school year. )

Daily 1:00 pm – 7:00 pm.

**Minimum Wage**