



**Job Title:** Museum Attendant  
**Supervisor:** Director, ProRodeo Hall of Fame  
**Department:** Hall of Fame  
**Classification:** Non-exempt, Part-Time (less than 27 hrs week)  
**Date prepared:** 07/01/2020

### **SUMMARY OF FUNCTION**

The Museum Attendant is responsible for admissions and gift shop duties, retail sales and inventory reporting for the Museum. The ProRodeo Hall of Fame and Museum of the American Cowboy collects, researches, preserves, exhibits and interprets the sport of professional rodeo, the Professional Rodeo Cowboys Association, the Inductees and the American Cowboy.

### **ESSENTIAL DUTIES**

Includes the following. Other duties may be assigned.

- Opens and closes Museum based on standard procedures.
- Greets the public.
- Provides excellent customer service.
- Takes payment for admissions including operating a cash register, managing a cash drawer and processing credit cards.
- Responsible for petty cash and keeping proper change on hand.
- Completes daily receipts report and prepares deposits for accounting department.
- Answers phones and provides light clerical work including assisting with mailings, filing, data entry composing emails and creating labels, reports and messages.
- Counts inventory and prepares reports.
- Restocks gift shop items daily, inputs new merchandise as it comes in and straightens retail displays as needed.
- Dusts and vacuums retail space as needed.
- Cares for livestock seasonally.
- Provides customer follow-up, answering questions and ensuring customer satisfaction and retention.
- Works closely with volunteers and docents on tours and guest interaction; provides guided tours as needed.
- Assists with museum events/activities as requested.
- Assists in other department activities as needed and as requested by Museum Director.
- Performs duties in a manner that reflects positively on the ProRodeo Hall of Fame and Museum of the American Cowboy and the PRCA.

### **OTHER DUTIES**

As assigned.

### **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.



## **QUALIFICATIONS**

Satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be motivated, energetic and possess a positive outlook.
- Ability to deal with the public in a friendly and professional manner.
- Must be reliable, patient and determined.
- Ability to work independently with limited supervision and effectively in a team environment.
- Excellent customer service skills.
- Must have integrity and be trustworthy.
- Competent oral and written communication skills.
- Basic computer skills.
- Ability to produce accurate work under pressure and meet deadlines.
- Availability for flexible scheduling including weekends.
- Ability to be flexible in the duties.
- Ability to listen carefully and accurately.

## **EDUCATION**

A High School Diploma or equivalent preferred. Customer service experience is a plus.

## **WORK ENVIRONMENT**

Working Conditions: Indoor, office environment with minimal outdoor duties. Will use computer, Clover retail system, laminator, calculator, telephone, copy machine.

Physical Demands: Requires lifting, exerting force and moving objects from 20 to 50 pounds. Must be able to safely climb inclines, negotiate uneven surfaces, stairs and ladders; balance required. Frequent movement, including walking and maneuvering in various parts of the building; bending and stooping. Ability to sit and stand, reach overhead and horizontally. Frequently operates equipment requiring manual dexterity, eye/hand and foot coordination.

## **EXPECTED HOURS OF WORK**

Part-time up to 27 hours a week with shifts every other weekend from 8:30 a.m. to 5:00 p.m.