

Title of Position *	Office Worker
Institution *	The Old Red Museum of Dallas County History and Culture
Position Location: City & State *	Dallas, TX
Position Closing Date	

About the Institution

Dedicated to inspire and educate visitors about the rich and varied cultural, economic, political and social history of the Dallas County Area, the Old Red Museum of Dallas County History & Culture serves as a symbol of Dallas heritage. Built in 1892, the beautifully restored Old Red Courthouse contains some of Dallas County's most fascinating historical artifacts. There is a special exhibit gallery located on the first floor, while the second floor of Old Red is filled with exhibits, 41-touch screen computers, an educational learning center and four mini theatres.

The Old Red Museum is located at a crossroads of activity in downtown Dallas – adjacent to the JFK Memorial and Dealey Plaza, a National Historic Landmark District, across the street from a replica of Dallas founder John Neely Bryan's cabin and just a block from The Sixth Floor Museum and the historic West End of Dallas. The space is stimulating for any kind of visitor, including students, local Dallasites or anyone looking to learn more about the history of Dallas County. There is always something new to discover!

Institution Website Address	http://www.oldred.org
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Summary of Responsibilities

The Office Worker is responsible assisting the Office Manager in the duties of maintaining the flow of the building. Additionally, this person must be strong in written and oral communication. Being a team player and possessing a servant attitude are critical to the success of this position. Must be willing to work nights and weekends. These combined duties must be represented by someone who is able to take charge of the mission set before them.

Required Qualifications

- A strong composition of many of: administration, helps, hospitality, and service
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a professional manner
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential problem issues
- Comfortable giving direction
- Willingness and ability to say "no" to many good ideas and requests
- Appropriately handle sensitive and confidential information and situations
- Proficiency in Internet, Microsoft programs (Outlook, Word, Excel), and other computer based technologies
- Ability to lift and carry approximately 25 pounds
- Willing to participate in a criminal background check
- Has a good work ethic
- Can balance between being a self-starter and not being afraid to ask questions and receive further direction.
- Willingness to work behind the scenes with little recognition

NOTE: Other duties as assigned by supervisor or management

Saving comment ...

This description is intended to describe the general content and requirements for the performance of this position. It is

not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Work Experience Requirements:

- Previous office work is preferred

Education Requirements:

- High School Diploma or GED equivalent
- Collegiate education a plus

Compensation

Apply at this Website:

Apply with this email: caseye@oldred.org

Special Instructions to Apply: Please include a cover letter, resume, and any additional work experience when applying via email.
