
Title of Position *	Collection Assistant
Institution *	Texas Ranger Hall of Fame and Museum
Position Location: City & State *	Waco, Texas
Position Closing Date	<u>Wednesday, February 7, 2018</u>

About the Institution

Texas Ranger Hall of Fame and Museum Goals:

- To honor those who have served or are serving in the Texas Rangers;
- To collect, preserve, and exhibit historical materials relating to the Texas Ranger service;
- To encourage study and research into the Texas Rangers through a research center;
- To promote pride and interest in the Texas Rangers and the heritage of the American West.;
- To constantly improve and meet or exceed professional museum standards.

Institution Website Address

<http://www.texasranger.org>

Summary of Responsibilities

Primary Duty: Under basic supervision, assists in the management of the artifact and library collections and legal documentation, registration/cataloging associated with the collections of the Texas Ranger Hall of Fame and Museum (TRHFM) collection.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists in the preservation and care of TRHFM collections (including: artifact, library and archival collections); assist in development and design and maintenance of museum exhibits; assists with special events, educational programs and presentations of TRHFM topics.
- Assists in the maintenance of all legal documentation for gifts and loans; documents and photographs incoming artifacts/archival collections; updates computer database entries; works in conjunction with supervisor to secure, preserve and conserve the Museum's collection.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

Required Qualifications

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Principles of record keeping, records management and relational database software.
- Follows standard practices and procedures for museums.

Skill in:

- Operating a personal computer utilizing a variety of business software, including relational database software.

- Establishing and maintaining cooperative working relationships with donors/lenders, museum patrons and others associated with the Museum.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Museum Studies, History or Anthropology is required; AND one years' collection experience; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

Must possess a valid Texas Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Hiring Salary: \$11.37 – \$18.16 per hour
Hours: 8:00am – 5:00pm: Monday–Friday

Apply at this Website:

<http://www.waco-texas.com/cms/jobs/viewjob.aspx?id=13279>

Apply with this email:

Special Instructions to Apply:

Follow directions on job listing: <http://www.waco-texas.com/cms/jobs/viewjob.aspx?id=13279>
