

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Museum Specialist
POSITION NUMBER: 02777
DEPARTMENT: Museum
LOCATION: W892 Cty Rd EE, De Pere WI
DIVISION: Governmental Services
RESPONSIBLE TO: Assistant Director
SALARY: NE06 \$15.41/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 18, 2017
CLOSING DATE: Until Filled
Transfer Deadline: August 25, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

To serve as a Museum Specialist to ensure that the historical and cultural materials of the Oneida and Iroquois culture is accurate for the purpose of preserving and interpreting the history and culture by assisting in the care, processing, inventorying and digitizing of collections. This position will assist with tours and outreach education which will entail interpreting the culture to include assisting with areas of educational programming. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in areas of Archives and Collections to include the care, processing, inventory and the digitization of collection.
2. Assist with research, data entry and scanning of documents pertaining to the collection for purposes of cataloging, educational interpretation and exhibit design.
3. Assist with giving tours and educational outreach to visiting public in general exhibitions and facilities.
4. Assist in the research of exhibit subject matter to develop appropriate educational interpretation for visitors and docents.
5. Assist in educational outreach to reservation and local schools.
6. Assist in educational presentations at off-site locations as scheduled. Assist with preparation and maintenance of hands-on traveling kit and tour group craft demonstrations.
7. Assist in the contribution of exhibition development.
8. Assist educator in the maintenance of museum grounds.
9. Assists in the presentation of educational lectures and other culturally appropriate programming.
10. Write and/or edit appropriate materials for brochures, programs and handouts.
11. Provide information on tourism related-services and activities.
12. Assist the Museum Director with the development and implementation of educational programming and promotion.
13. Assist in the preparation and implementation of public relations activities and special events held at the museum and offsite locations.
14. Assist in the gift shop inventory, merchandising, and tagging, etc.
15. Assist the Museum Educator in maintenance of gardens, trails, and education classroom.
16. Assist with exhibition installation, educational displays, gift shop sales booths at off-site locations.
17. Learn security procedures and assist with securing the museum as needed/required.

JOB DESCRIPTION
Museum Specialist
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DUTIES AND RESPONSIBILITIES: (Cont.)

18. Maintain all public areas of the museum to assist customers with information regarding the Iroquois/Oneida history and culture. Operate cash register for sales
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally sit; stoop, kneel, crouch, crawl, and lift and/or move up to thirty (30) pounds.
3. Work is generally performed in an interior setting with a moderate noise level and outdoor setting which will require use of protective clothing and/or equipment with. Potential exposure to toxic metals including arsenic, lead, and mercury. Evening and/or weekend work will be required. Extended hours and irregular shifts will be required. During summer months will be required to work every Saturday.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the Oneida Community, History, and Culture.
2. Ability to communicate verbally and in writing to include tour scripts, presentations, curriculum, teacher packets, and other relevant content.
3. Must have excellent organization skills and keen attention to detail.
4. Must have excellent multi-tasking skills.
5. Must have excellent customer service skills.
6. Must have experience working with Microsoft Word, Excel, Power Point, Access and Outlook.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Experience working with children and diverse groups.
2. Experience with database systems.
3. Experience working in a museum or other cultural institution involving interactions with the public; experience working collaboratively in a culturally sensitive manner with Native Americans.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Archives, Museum Studies, Records Management, Library Studies or closely related field is required.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification with application.**