

PYRAMID LAKE PAIUTE TRIBE

JOB ANNOUNCEMENT

MUSEUM ATTENDANT

Cultural Center/Visitor's Center, Nixon, NV

\$15.37 - \$16.95 per hour, Part-Time (Up to 32 Hours)/ **On Call**

Class Code: 217, Grade: 11, Steps 1-3; DOE

Date Posted: 10/11/2024.

Date Closed: OUF

DEFINITION: Assist visitors by providing information and directions as requested, Maintain the gift shop by cleaning organizing, conducting sales, stocking, and counting inventory. Perform security activities to protect visitors and exhibits. Perform related work to assist with exhibits and museum programming.

DUTIES & RESPONSIBILITIES:

Prepare museum daily by turning on lighting, inspecting entire premises for damage or maintenance needs, raising the flag, and cleaning to ensure readiness to receive visitors. Perform custodial duties as needed.

Assists visitors by providing information and directions, answering visitor questions regarding exhibits, history, locations, and public facilities. Coordinate visiting tour groups and conduct interpretive and educational presentations about tribal history and culture. Perform excellent customer service and a positive reflection for the Pyramid Lake Paiute Tribe.

Operates surveillance systems to ensure the protection of visitors and property within the museum. Assist with security of the museum exhibits and actively engage with visitors to prevent damage or accidents. Report vandalism and unusual activity to the supervisor and law enforcement if necessary.

Perform clerical duties such as answering phones. Typing and mailing letters and packages. Perform basic computer tasks and data entry. Operate a digital scanner to duplicate important and historical records and photos. Compile and prepare statistical reports, including monthly and yearly attendance.

Prepare paperwork for the acquisition of artifacts or donations of items that relate to the mission of the museum. Assist with preparing objects and archives for storage using preservation quality methods and material. Inspect collections and storage areas regularly. Assist in planning and arranging storage space, improving record system, revising operating procedures, and devising improved preservation methods.

Assist in the planning and development of exhibits by researching tribal history and cultural topics and accessing collections for display. Perform functions in the preparation and installation of exhibits, workshops, and museum-sponsored events.

Secure the building at the end of the day by locking up the register drawer and donation box, turning off lights and setting the security code. Prepare detailed reports of accidents and

maintain logs.

Contribute to a team effort for museum betterment. Work on weekends and holidays as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Working Knowledge of the history of Pyramid Lake and the Northern Paiute people; Nevada and local history; museum exhibits, programs, and services; security and emergency/ disaster plan practices, including inventory preservation procedures; basic first aid procedures; prehistoric and historic artifacts; museum collections management practices and processing requirements of various archaeological material types.

Skills: operate various word-processing, spreadsheets, and database

Ability to: learn and interpret museum policies, procedures, rules and regulations; operate alarm systems and security devices utilized in museum facilities; learn exhibit contents and translate effectively to the public; exercise good judgment, courtesy and tact in receiving callers and obtaining or providing information; operate a computer and possess a working knowledge of word processing, database and spreadsheet software systems; operate a cash register and conduct basic mathematical calculations; maintain alpha/numeric files and operate standard office machines; greet and deal effectively with the public and co-workers in a courteous and diplomatic way in a high volume, continuous contact setting; work independently.

Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EXPERIENCE & TRAINING:

Graduation from high school or GED and one year of experience dealing with the public on a continuous basis; OR an equivalent combination of education and experience in which the applicant can demonstrate possession of the entry level knowledge, skills, and abilities.

Education above the high school level may be substituted for the required experience based on one year of college education, equivalent to six months' experience.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000 Extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.