

**MUSEUM SPECIALIST
POSITION DESCRIPTION****POSITION CONCEPT**

The Museum Specialist acts primarily as a behind-the-scenes technician, providing their individual skills, knowledge and experience to technical museum projects. Projects may include work involving: document archives, collections management, collections conservation, collections cataloguing, assisting with exhibit curation, collections inventory, assisting in the library, writing and editing text, and general museum promotions. Occasionally, the Museum Specialist may be required to give lectures and hands-on program to our staff, participants and the public. When working on the public floor, the Museum Specialist must be a friendly face with all of the answers, ready and capable of providing excellent customer service to all visitors, participants and staff. This includes being comfortable greeting visitors in a polite manner, orienting them to the museum, and answering questions about our exhibits, library, Ernest Thompson Seton, Waite Phillips and the overall history of Philmont. The Museum Specialist reports directly to the Director of Museums. While on Philmont property, the Museum Specialist acts as an official representative of the Philmont Museum - Seton Memorial Library.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Ensure that all participants have a safe and enjoyable experience. When possible, solve their needs and concerns; when not possible, direct them to someone who can.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Carry out those prescribed policies and procedures of the Philmont Scout Ranch covered during staff training and listed in the Staff Guidebook.
- Present oneself to every participant and guest clean, sharp-appearing, and correctly uniformed as described in the Staff Guidebook.
- Participate in Philmont Training Center programs such as Opening and Closing Programs, Western Night, etc. and other activities when possible.
- Be able to secure, and maintain a Philmont driving permit.
- Must 18 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Be part of a team wherein each staff member cheerfully shares the work load and develops the proper attitudes for the job at hand.
- Provide excellent customer service to all visitors, staff, and participants.
- Maintain confidentiality of all pertinent information concerning the museum's collections, archives and security systems as instructed by the Director of Museums.
- Complete required paperwork and documentation in a timely fashion.
- Use diplomacy and tact while handling questions and confrontations.

- Participate with basic upkeep of the Philmont Training Center staff living area.

DAILY OPERATIONS

- Welcome visitors to the Museum, orient them to the facilities and answer questions to the best of your ability. Assist other staff with learning facts and techniques necessary to handle visitors' questions regarding Philmont, museum exhibits and museum merchandise.
- Inspect all the museums exhibits, both indoors and outdoors, to ensure that they are clean, complete, functioning and do not need repair or maintenance.
- Occasionally assist clerks in scheduling Villa Tours for participants and public visitors.
- Receive calls and visitors for museum staff, document a full and accurate message when asked.
- Ensure proper care of office equipment assigned for use.
- Be able to lift and handle materials up to 40 pounds.
- Assist with special projects and other Ranch functions when asked or assigned.

OTHER DAILY OPERATIONS MAY INCLUDE

- Working directly with other seasonal staff as they prepare for delivering living history program and interpretive tours.
- Assisting others with research in both our library and archives
- Working in the main collections vault
 - Proficient use of electronic collections catalogue, "Past Perfect V"
 - Updating collections inventory
 - Photographing objects
 - Researching objects for catalogue update
 - Conservatory work with any of our collection items (objects, photos, art, documents, etc.)
 - Preparing items for display in upcoming exhibits
- Working in the library
 - Helping customers locate specific books and subjects
 - Specific research for staff, outside researchers and/or volunteers
 - Re-shelving books
 - Working with and updating the electronic library catalogue, "ResourceMate"
- Curatorial work for future exhibits, articles or programs
- Organizing archives and updating archive catalogue
- Cleaning exhibits
- Exhibit preparation
- Exhibit installation
- Conduct specialized lectures and hands-on workshops

For more information about the Philmont Museums please visit:
www.philmontscoutranch.org/Museums