

South Jordan City

Job Description

Title:	Museum Assistant	Effective Date:	6/18/2025
Org:	100240	FLSA:	Non-Exempt
Pay Grade:	PG11	Workers Comp:	Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of duties as needed to provide educational experiences at the Gale Center of History & Culture, including the monthly Museum Mashup craft kit program. Facilitate public participation at the Gale Museum by covering front desk shifts, assisting visitors, and maintaining the integrity of the building, exhibits, and play props.

SUPERVISOR

Museum Curator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Plan and schedule an annual calendar of educational outreach activities at the Gale Center Museum for an audience of preschool and K-3 learners. Educational focus is on historical, art, seasonal, or STEM-based topics.

Using City guidelines, purchase supplies from a variety of vendors.

Assemble an identified number of monthly educational craft kits, along with a sample. Instruct museum volunteers who may assist in the assembly and distribution of kits to visitors.

Utilize Canva to create instructions and promotional materials for a variety of digital and print outlets. Work with the communications team to distribute promotional material throughout the City.

Adhere to approved City budget policies and track and report all expenditures in a timely manner.

In collaboration with the Curator, cover front desk shifts as assigned. Assist visitors, tidy and sanitize high-touch areas and play props.

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Maintain minimum participation attendance as agreed upon with supervisor.

As part of the Recreation team, assist and participate in the South Jordan Summerfest. May be assigned multiple responsibilities with regard to the event.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D;
AND
- B. One (1) year of experience performing above related duties.

2. Special Qualifications:

Valid Utah Class D Driver License
Must be at least 18 years old
Experience with Canva or other design software preferred
Experience with preschool, early elementary, or special needs education preferred
Experience with tracking company purchases preferred

3. Knowledge, Skills and Abilities:

Ability to work well with others in a professional manner and provide excellent customer service.

Ability to operate a personal computer

4. Working Conditions:

Incumbent of the position generally performs in an office environment. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing are essential to the performance of the job. Common eye, hand, and finger dexterity exist. Mental application makes use of memory for details, verbal instructions, emotional stability, critical thinking and creative problem-solving. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Museum Assistant	EEO-4 Class:	Serv/Maint
Location:	Community Services Programs	EEOP Class:	Serv/Maint
Group/BU:	Part Time Pay Plan	Tech-Net Match:	