**JOB LISTING**

The Iberia Parish Recreation Department is seeking a friendly and knowledgeable Museum Facility Attendant to ensure that the Jeanerette Bicentennial Museum visitors have an enjoyable and informative visit.

Job Location  JEANERETTE BICENTENIAL MUSEUM, 500 E. Main St., Jeanerette, LA

Employment Type: This is a part-time, non-benefit position {Current work schedule(3 days a week W,Th,F/6 hours per Day 10am-4pm)}

**Job Description Museum Attendant**

Museum Attendant responsibilities include greeting and assisting visitors, monitoring exhibits, providing information about exhibits, and maintaining a clean and safe environment.

Our ideal candidate is passionate about history, has excellent customer service skills, and is comfortable interacting with people of all ages.

**Museum Attendant Duties and Responsibilities**

Museum Attendants perform a variety of tasks related to the upkeep of a museum, visitor services, and administrative duties.

They are primarily responsible for assisting visitors and ensuring the safety and cleanliness of the museum.

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Museum Attendants have the following duties and responsibilities:

* Greet and assist visitors as they enter and move around the museum
* Provide information about exhibits, museum history, and policies
* Monitor museum areas to ensure the safety of the museum’s collections
* Answer visitor questions and provide directions within the museum
* Conduct museum tours and educational programs
* Assist in setting up and dismantling exhibits
* Keep the museum areas clean and tidy
* Handle visitor admissions
* Maintain records of museum attendance and visitor feedback
* Support in emergency situations by implementing evacuation procedures
* Ensure compliance with museum policies and procedures

**Qualifications**

* Requires a high school diploma or equivalent as a minimum education requirement.
* Previous customer service experience, preferably in a museum or similar setting
* Knowledge of history of the Jeanerette area which is the museum’s focus
* Excellent communication skills
* Ability to stand for extended periods and lift up to 20 pounds
* Availability to work weekends, holidays, and some evening hours
* Basic computer skills for processing admissions.

**Additional Information**

* **Job Title:** Museum Attendant
* **Work Environment:** Museum setting, which may include standing for long periods and working in outdoor spaces during events. Some physical tasks may be required.
* **Reporting Structure:** Reports to the Iberia Parish Recreation Director or his/her designee.
* **Equal Opportunity Statement:** We are an equal opportunity employer.
* **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to [email to [ttrahan@iberiarecreation.com](mailto:ttrahan@iberiarecreation.com) or [kalynlandry@iberiarecreation.com](mailto:kalynlandry@iberiarecreation.com) or mail or hand deliver to IBERIA PARISH RECREATION DEPARTMENT, Willow Wood Administrative Office, 113 Willow Wood Dr., New Iberia, LA 70563]. Please note JEANERETTE MUSEUM – MUSEUM ATTENDANT APPLICATION
* **For more information call 337 365 6197**