



Brown County Museum of History
Brownwood, TX
Assistant Job Description (Revised 8-18-2022)
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Form DR-16

This position requires an exciting mix of both creativity and attention to detail. Featuring an atmosphere of tourism, exhibit creation, marketing/PR, and development of educational programs and historical preservation, this job offers a great variety of tasks and responsibilities. From welcoming visitors to promoting the Museum or working with volunteers, the successful candidate must possess enthusiasm and the ability to work with others. This is an important position with personal interactions and visibility in the community.

Duties:

1. Become knowledgeable about the Museum exhibits and basic history of Brown County.
2. Be responsible for opening and closing during Museum hours, greeting visitors, taking admission and assist with tours of the Main Building and the Old Jail. Assistance in the upkeep and order of the galleries in the Main Building and at the Old Jail.
3. Create and collaborate on the marketing/public relations of the Museum: website/online presence, social media, newsletters, printed materials, and radio. Work with volunteers/board members who are presently handling these PR and marketing tasks.
4. Assist in volunteer correspondence, organization, and maintenance of documents and reports. Report any problems or concerns to the Coordinator. Assist in recruitment activities and follow-up on potential volunteers.
5. Assist in the acceptance and organization of donated items and help manage collections. Knowledge of Excel is necessary. The accession program Past Perfect tracks artifacts; therefore, knowledge of the program is required. Overseeing the collections involves boxing and shelving artifacts and maintaining an orderly storage system. Must be able to lift at least 25 pounds. Long-term goal is to organize the collections area and inventory lists for collections and gift shop.

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6. Assist in the research process for new exhibits, programs, or other areas that the supervisor needs assistance in the development and creation process.
7. Work with Event Committee in carrying out event plans and fundraisers. Work on posters and advertising for different events and programming. Help with set-up and tear down of special events.
8. Other duties as assigned.

Salary and terms of employment:

- Monthly pay periods, currently at 20 hours per week.
 - o Must be available to work Thursday – Saturday
 - o Potential to become a full-time position at a later date
- Starting wages \$10.00 per hour.
- No benefits currently available.
- Background check will be conducted.