

**Title: Museum Assistant**

Work Hours: Saturday-Monday from 9:30 a.m.-5:30 p.m.; approximately 20-25 hours per week

Exempt Status: Non-Exempt

Reports to: Tippecanoe Battlefield Museum and History Store Manager

About the Tippecanoe County Historical Association

The Tippecanoe County Historical Association (TCHA) is a community engaged non-profit organization dedicated to enriching the lives of Tippecanoe County residents and visitors by collecting, preserving, researching and sharing Tippecanoe County's unique and diverse history. The organization owns or manages five sites throughout the county including the Tippecanoe Battlefield Museum and History Store.

Position Summary

Assists the Tippecanoe Battlefield Museum and History Store Manager in museum operations as needed including running the Museum and History Store on weekends.

Employee may also be called on to fill in for full-time staff or assist TCHA staff as needed to help with special educational programming and events.

Responsibilities

- Operate historical American military and Native American history retail store and museum, including greeting visitors and making sales.
- Maintain the front-porch community wall.
- Assist in management of retail store including operating point of sale system, receiving product and merchandising and stocking.
- Interpret site and museum dealing with early 19th century military action, its significance to Indiana, the War of 1812, and U.S. early republic history. Interpretation of the Native activities and presence in the area is balanced against the Euro-American perspective and shows respect and sensitivity for cultural differences both historic and contemporary.

Qualifications**Required**

- High school diploma or GED.
- Understanding of computers and Microsoft office programs.
- Strong organizational skills and an ability to work on multiple projects simultaneously.
- Strong writing, communication, and interpersonal skills essential.

Preferred

- Museum or history background.

- Knowledge of retail.

Additional Requirements

- Must be able to routinely lift objects and boxes weighing up to 25 pounds.
- Must be able to occasionally lift up to 50 pounds.

Salary and Benefits

Expected salary is \$15.00 per hour. Additional benefits include Simple IRA retirement match, paid holidays, and vacation and sick time following the completion of an introductory 90-day period.

Submission Instructions

Interested applicants should send a resume and a list of three professional references to TCHA's Executive Director, Claire Eagle, at director@tippecanoehistory.org with "Museum Assistant" in the subject line. References will not be contacted without prior notification of applicant. Application review will begin immediately and continue until the position is filled.

The Tippecanoe County Historical Association is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.