



Job Title: Museum Assistant

Department: Operations

Reports to: Operations Manager & Registrar

Effective Date: Upon Hire

Hours: Maximum 24 hours per week

Wage: \$14.55 per hour

Job Summary:

The Museum Assistant supports the daily life of the museum through hands-on work with exhibitions, visitor services, collections care, and special programs. Working closely with the Operations Manager and Registrar, this position helps install and deinstall exhibitions, assist with artwork handling and documentation, welcome visitors, and keep museum spaces organized and professional. This is a great opportunity for someone who enjoys art, people, and varied behind-the-scenes work in a small, community-centered museum.

Core Duties and Responsibilities:

Operations (80%)

- Assist the Operations Manager and Registrar with day-to-day museum operations
- Support exhibition installation and deinstallation
- Assist with artwork intake, condition checks, and basic collections documentation
- Provide general administrative support (filing, data entry, light coordination tasks)
- Welcome visitors and provide friendly, professional front desk service during assigned open hours.
- Process admissions, memberships, donations, and other basic front desk transactions.
- Provide general information about exhibitions, programs, events, memberships, and Museum policies.
- Answer phone calls and direct questions or messages to the appropriate staff member.
- Follow established procedures for visitor counts, cash handling, receipts, and daily front desk operations.
- Monitor public areas from the front desk and help support a safe, welcoming visitor experience.
- Communicate visitor concerns, facility issues, or unusual incidents to the supervisor.
- Refer complex questions, complaints, donation inquiries, or administrative matters to the appropriate staff member.
- Perform other related duties as assigned within the scope of visitor services and front desk coverage.

Department Rotation Support

Fundraising & Development (10%)

- Assist with event preparation (set-up, materials, basic logistics)
- Support donor and membership data entry or organization projects
- Help assemble mailings or donor materials

Education (10%)

- Assist with class/workshop setup and cleanup
- Support materials preparation for education programs
- Provide basic support during programs when needed

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EIN: 93-6041248

**Required Skills/Abilities:**

- Ability to follow direction and work closely with a supervisor on assigned tasks
- Strong attention to detail, particularly when handling artwork and completing documentation
- Basic organizational skills with the ability to maintain orderly workspaces and materials
- Reliability and punctuality, with the ability to consistently fulfill scheduled hours
- Ability to manage time effectively and shift between tasks as priorities change
- Comfort performing hands-on, physical tasks (standing for extended periods, lifting and moving materials, using basic tools)
- Basic computer skills, including familiarity with email, data entry, and common office software
- Ability to interact professionally with visitors, artists, and staff
- Willingness to take on a variety of tasks in a small-team environment
- Ability to follow established procedures, including art handling and museum protocols (training provided)
- Ability to work independently once trained and complete tasks without constant supervision

Education and Experience:

- High school diploma or equivalent required; college coursework or degree preferred.
- At least 2 years of experience in a customer service, retail, or volunteer coordination role, preferably in a museum or similar setting.
- Experience with art, education, or nonprofit work is a plus.

Physical Requirements:

- Ability to stand and walk for extended periods of time (up to several hours at a time)
- Ability to lift, carry, and move materials weighing up to 30 pounds on a regular basis
- Ability to bend, kneel, crouch, and reach while setting up exhibitions or organizing materials
- Ability to use basic hand tools (e.g., hammer, level, drill) under supervision
- Ability to work in a variety of environments, including office, gallery, and storage spaces

We recognize that a successful candidate may come from a less traditional career trajectory, with skills and abilities gained outside a classroom context or through an equivalent skill set. If you are passionate about this role, we encourage you to apply even if you do not meet every preferred qualification.

To Apply

Apply only on Indeed. Applications are reviewed upon receipt and the position is open until filled.

<https://www.indeed.com/job/museum-assistant-54280bd719b69a3b>

About Coos Art Museum

Coos Art Museum, located in the coastal town of Coos Bay, Oregon, is a dynamic cultural institution dedicated to celebrating the arts and nurturing creativity within our community. As the sole art museum along the Oregon Coast and the state's third-oldest art museum, we take pride in being a welcoming community gathering place that lowers conceptual

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and physical barriers to the arts and enhances the museum's relevance for local residents. Our museum hosts a rotating selection of exhibitions each year, sourced from local and regional artists and institutions. We offer a wide range of educational programs, including classes, workshops, and outreach initiatives, along with frequent public events, designed to engage artists of all ages. With a mission to enrich lives through art, Coos Art Museum serves as a cultural resource on the Oregon Coast, igniting inspiration and fostering connections through the transformative power of visual arts. For additional information, please visit www.coosartmuseum.org.

Hiring Statement

We value diversity in backgrounds and in experiences. Museums can be trusted, vibrant community centers, attracting diverse audiences and providing lifelong learning, and we need people from all backgrounds and swaths of life to help build the future of our museum and the arts in general. The Coos Art Museum team is passionate and dedicated. We aim to be deliberate and self-reflective about the kind of museum and culture that we are building, seeking professionals that are not only strong in their own aptitudes but care deeply about supporting each other's growth.

We are an Equal Opportunity Employer, and our employees are people with different strengths, experiences and backgrounds, who share a passion for art and its ability to improve people's lives. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. All of our employees' points of view are key to our success, and inclusion is everyone's responsibility.