

Museum Assistant

LBJ Museum of San Marcos
131 N. Guadalupe, San Marcos Texas
10-20 hours per week

The Lyndon Baines Johnson Museum of San Marcos desires a museum assistant to serve on a volunteer basis at the museum. The museum assistant will work under the direct supervision of the museum director. Applicant should have basic organizational, communication, and problem-solving skills, be able and willing to learn new tasks, and be comfortable working under a supervisor as well as independently on occasion.

Length of volunteer service shall be for one full semester, with a possibility for continuing service for a second semester or during the summer terms. This position may be used to satisfy internship college credit. Work schedule and number of hours volunteered will be arranged in agreement with the volunteer, volunteer coordinator, and museum director.

Primary Job Duties include giving tours, curating exhibits, collections management data entry, processing and preserving artifacts and archives, and community service.

Other Job Duties include answering the telephone, providing information to the public, filing paperwork and archival items, preparing the gallery for tours, basic cleaning and housekeeping, making copies, printing forms and brochures, and other tasks as needed.

No experience in the museum field is necessary, but it is helpful.

Contact: Scott Jordan, Museum Director, P.O. Box 3, San Marcos TX, 78667; call (512) 353-3300; or e-mail director@lbjmuseum.com.