

MUSEUM FACILITIES REPRESENTATIVE

DEFINITION: Under general supervision, performs work of moderate difficulty in scheduling the usage of Navajo Nation Museum and related facilities; provides security services; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Receives requests and schedules the use of conference rooms, auditorium, resource room, amphitheater and related facilities; maintains master calendar of all events and activities, including location, date, time and equipment needs; works closely with departments, private firms and other groups utilizing the museum facilities to schedule activities, arranges to have facility equipped as needed, and ensures that all museum security and safety policies are observed; assists event sponsors with special needs; resolves scheduling, building maintenance and usage problems; prepares and circulates calendar of upcoming events and activities; prepares, monitors and maintains invoices, confirmation notices and related documents.

Maintains inventory or supplies for facilities operations; maintains and operates security management information system; monitors surveillance cameras and fire alarm system; provides security for building and exhibits, monitoring visitors in the galleries and other public areas, patrolling interior and exterior of museum and related facilities; secures facilities; controls key issuance and maintains electronic access control; provides public information; assists with mailing of marketing information and broadcasting informational faxes; may provide gallery tours; provides required reports; may provide sales assistance in museum store; may assist in providing custodial services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of facility management and security.
Skill in building security and lock procedures.
Skill in interacting with the public.
Skill in oral and written communications.
Skill in operating a computer and standard office equipment.
Skill in establishing and maintaining effective working relationships with others.
Ability to schedule events and/or facilities usage.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Works in an office, exhibit gallery, or storage area, must frequently lift and/or move up to 40 pounds.

MINIMUM QUALIFICATIONS: A high school diploma or GED; and three (3) years of public contact and services experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.