



Grinnell Historical Museum
1125 Broad Street | 703 First Avenue

Office Assistant Opening

Job Description:

The Grinnell Historical Museum is looking for a part-time administrative employee to start as soon as possible. The job requires ~20 hours per week on-site at the McMurray House (1125 Broad Street) at \$16.00 an hour, preferably consistent weekday mornings or afternoons.

To apply, send a cover letter and one-page resume to grinnellhistoricalmuseum@gmail.com with the subject line “Office Assistant Application - Last Name, First Name” by Friday, March 22nd to be considered earliest. The position will remain open until filled.

Benefits: Paid time off on federal holidays

Job Qualifications:

Education

- High school diploma or above

Skills

- Detail-oriented
- Strong organization skills
- Strong communication skills (both verbal and written)
- Strong time management skills
- Customer service skills (i.e. answering the phone, speaking with donors, etc)
- Motivated self-starter who can work independently and in groups
- Confidentiality (i.e. finances and donor information)

Technical Skills

- Email
- Google Workspace
- Microsoft Office 365
- Printer/copier/scanner
- Database experience (CatalogIt) or willing to learn
- Website experience (Wordpress) or willing to learn

Experience

- Office experience preferred
- Interest in history preferred
- Museum experience a plus



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Accessibility Information: The McMurray House tends to be hot in the summer and cold in the winter. Unfortunately, the house is not accessible for people who use wheelchairs, walkers, or similar tools because all of the entrances have stairs. There is one small bathroom in the basement, also only accessed via stairs. When we open our new building in 2025 up to ADA code, we will be able to welcome a broader audience and staff. We sincerely apologize for the limitations of the old building.

Most of the job involves sitting for long periods of time and using a computer or paper to work. Sometimes the office assistant moves around office supplies (i.e. reams of paper) or items from the collection (i.e. archival boxes), but others can assist. This role involves working alone and with others; sometimes volunteers use the same workspace as the employee. If you have any questions about the office environment related to accessibility, feel free to contact us.

Diversity Statement: The Grinnell Historical Museum is proud to be an equal opportunity employer and welcomes all to apply. The museum does not discriminate on the basis of race, color, ethnicity, national origin, age, sex, gender, sexual orientation, gender identity or expression, marital status, veteran status, pregnancy, childbirth, religion, disability, creed, or any other protected class. Discrimination and harassment on any of the bases covered by state or federal antidiscrimination statutes is unlawful and will not be tolerated in the museum.