

EXHIBITION ASSISTANT

Job Description

Dr. Samuel L. Bossard Memorial Library

Gallia County District Library

Position: **Exhibition Assistant**

Position Type: Non-Exempt

Immediate Supervisor: Library Director

General Summary

Under the supervision of the Library Director, the Exhibition Assistant greets and directs exhibition guests, uses a computer to coordinate exhibition reservations, monitors exhibition area and guests, opens and closes exhibition area daily, and enforces library policies and procedures in exhibition area.

Essential Duties and Responsibilities

- Performs exhibition opening and closing procedures
- Greets exhibition guests with a positive, respectful attitude
- Possesses a working knowledge of exhibition reservation system including report functions
- Demonstrates flexible and efficient time management
- Consistently reports to work on time prepared to perform duties of position
- Maintains confidentiality of guest records
- Provides directional assistance to guests in the exhibition area
- Monitors all exhibition areas to ensure guests follow guidelines as set forth by Library
- Refers non-directional questions to designated Library personnel
- Records daily attendance of exhibition guests
- Maintains general cleanliness of exhibition space
- Actively supports library goals and objectives as adopted by the Library Administration and Library Board of Trustees
- Interacts with the public and co-workers in a consistently positive, friendly, courteous, and respectful manner
- **Performs other duties as required and assigned**

Knowledge, Skills, and Abilities

- Ability to meet the scheduling needs of the Library
- Ability to communicate effectively in English in both oral and written form
- Ability to type on a computer keyboard/laptop and use computer and printer
- Ability to work independently with minimal supervision, using sound judgment
- Ability to interact with the public and with co-workers in a consistently positive, friendly, courteous, and respectful manner
- Ability to follow written and oral instructions (see next page)

- Ability to work a flexible schedule that includes weekday, evening, and weekend hours
- Must model good work habits for others (i.e. avoids personal phone calls and distractions while on duty)
- Must possess strong interpersonal skills in dealing with all demographics

Physical and Mental Requirements

- Requires sustained posture in a standing or seated position for extended periods of time; ability to walk for extended periods of time; stooping, bending may be required
- Requires ability to type on a computer keyboard or laptop requiring hand-eye coordination and finger dexterity
- Requires mental alertness, focus, and attention to detail
- Requires flexibility and tolerance working with the public under potentially stressful situations
- Must be able to hear, comprehend, and respond to exhibition guests
- Must have visual ability to see computer screen

Work Environment

- Indoor conditions

Education, Experience, Training, and Qualifications

- High School diploma or equivalent required
- Demonstrated customer service experience preferred
- Must successfully pass background check
- Must have reliable transportation