



Job Title: Museum Assistant
Supervised By: Executive Director
Status: Part-Time Non-Exempt (Approx. 20 hours/week)
Schedule: Monday through Saturday (schedule varies, plus occasional evenings)
Compensation: \$12/hour paid bi-weekly

Position Summary:

The Lake Jackson Historical Association (LJHA) is seeking an enthusiastic and dedicated Museum Assistant to join our team. This part-time role involves welcoming and assisting visitors, managing gift shop sales, leading tours, supporting museum operations, and assisting the executive director with various administrative tasks. The successful candidate will serve as the friendly face of our museums and play a vital role in ensuring visitors have a memorable experience.

Primary Responsibilities:

- **Guest Services:** Warmly welcome guests to the Lake Jackson Historical Museum and the Alden B. Dow Office Museum. Register guests, provide directions, and assist with tours. Manage gift shop sales, including accurate handling of cash and credit card transactions.
- **Administrative Support:** Perform data entry and manage the member and donor database. Assist with mailings and volunteer management. File and digitize old records. Book tours and facility rentals. Assist the Association's executive director with various tasks as needed.
- **Tours and Events:** Lead small group tours and provide historical context. Assist with event set-up, hosting, and management.
- **Museum Maintenance:** Help with cleaning and maintaining museum spaces as needed (note: full cleaning services are provided by a contracted cleaning service).

The Successful Candidate:

- Is outgoing with a friendly demeanor and strong customer service skills.
- Has experience in retail, hospitality, or a related field.
- Is comfortable with Point-of-Sale (POS) systems.
- Possesses the ability to work independently and be a self-starter.
- Exhibits strong organizational skills and attention to detail.
- Has reliable transportation.
- Is able to connect with both children and adults in a meaningful way.

- Has a passion for history and an interest in sharing it with others.
- Is flexible to work occasional evenings for special events.
- Is proficient with computers and has strong communication skills.
- Has a positive attitude and wants to be a part of a great team!

Preferred but not required qualifications:

- Previous museum experience.
- Bilingual (English/Spanish) skills.

Work Environment:

The Museum Assistant will primarily work at the Alden B. Dow Office Museum, with occasional shifts at the Lake Jackson Historical Museum. The role requires flexibility, an eye for detail, and a commitment to delivering excellent visitor experiences. Join us in preserving and sharing the rich history of Lake Jackson while making a meaningful impact in our community!

To apply, download and complete [the application](#) and return it to Lindsay Scovil at director@ljhistory.org or at the Lake Jackson Historical Museum (249 Circle Way) during regular business hours. Cover letters and resumes are welcome but not necessary. Printed applications may be picked up at the Historical Museum.

The mission of the Lake Jackson Historical Association is to provide education relative to the history and culture of Lake Jackson, Texas. To learn more about LJHA, please visit www.ljhistory.org, www.facebook.com/LakeJacksonHistoricalMuseum, and www.instagram.com/lj_history.