



Museum Assistant

Department: The Heritage Center
Site Supervisors: Curator and Gift Shop Program Manager
Status: Full-Time
Classification: Non- Exempt
Starting Wage: 14.00- 16.00/hr DOE

MISSION

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

The Heritage Center Vision

A world in which Lakota values are lived and celebrated.

The Heritage Center Mission

To support Lakota artists and culture bearers to be thriving members of their communities and the larger world.

The Heritage Center Gift Shop program

is a non-profit social enterprise facilitating culturally-connected community development by creating economic and capacity-building opportunities for Lakota artists, along with opportunities for visitors to learn about the vibrancy of contemporary Lakota art and culture in a region with an incredible history and future to share.

The Heritage Center Exhibits and Collections program

By curating and sharing exhibitions both on and off-site, and through the care, stewardship, and sharing of its extensive collection, The Heritage Center celebrates and supports Native artists and the Pine Ridge communities, and builds broader appreciation for Native arts and culture locally, nationally, and internationally.

Position Summary:



As a shared resource for the Curatorial and Gift Shop programs of The Heritage Center, the Museum Assistant performs a wide variety of duties related to gift shop operations, customer service, exhibitions, and museum collections programs that support The Heritage Center’s mission. The Museum Assistant is both the public face of The Center and vital to behind-the-scenes operations. He/She is often the first and the last person a visitor encounters both in person, on the phone or online. The Museum Assistant communicates well with all visitors and colleagues and is capable of completing tasks at the request of any Museum employee. The Museum Assistant is responsible for keeping the gift shop operational during all advertised hours of operation and providing visitors in the gift shop with a positive shopping experience by determining visitor needs, presenting merchandise, addressing their questions and concerns, and closing the sale with efficiency and courtesy. The Assistant is responsible for administering the online store and will work collaboratively with the members of both The Heritage Center department as well as the Communications department, in coordinating and maintaining the online presence of The Heritage Center on all media platforms. The Assistant will work with the Curator of Exhibits and Collections on a regular basis in a schedule that will be balanced with Gift Shop responsibilities as determined by the Director. The Assistant must be comfortable speaking to the public about art and cultural items on display in the Gift Shop or Gallery and answering inquiries about artists in the Museum's permanent collection. Above all, the Assistant is a reliable and responsible member of The Heritage Center team.

RESPONSIBILITIES AND DUTIES:

I. Essential Job Functions:

1. Ensuring the gift shop is operational during all advertised hours of operation
2. Serve as a first point of contact and assist visitors to RCIS in a courteous and professional manner
3. Provide excellent customer service
4. Present merchandise and assist customers in their selection
5. Execute point of sale transactions
6. Fulfill light stock work of the Gift Shop, which includes ticketing of merchandise, creating displays, rearranging merchandise, replenishing stock on selling floor
7. Gift wrap and bag customer purchases
8. Answer telephone and emails
9. Administer online store and fulfill online purchases; by taking and editing high quality photos, monitoring inventory, closing and shipping all orders in a timely efficient manner
10. Coordinate with Gift Shop Manager concerning online presence; such as social media posts and booking tours
11. Gather and coordinate requested data with the Gift Shop Program Manager
12. Help with special events as needed
13. Provide assistance to the Curator
14. Duties related to collections management: on-going collection research (ranging from Native art history to conservation issues); research of new acquisition proposals; maintaining and disseminating information to other departments
15. Duties related to permanent collection: assist (Curator) on collection related issues; creating and managing computerized catalogue records, documentation images, and research files for collection objects; monitoring environmental conditions; organizing and maintaining professional standards for



collections storage

16. Duties related to exhibitions include: research; maintenance of files; preparation of loan forms and exhibition checklist; preparation of all exhibits; assist in installation and de-installation of exhibits, including creating condition reports, packing objects and arranging shipping; coordinating interdepartmental needs and responsibilities for upcoming exhibitions and label production; photographing for publications

II. Additional Functions:

1. Assist other THC department staff on an as needed basis.
2. Perform other duties as necessary to support the curatorial department in all activities related to the collection, exhibitions and general office responsibilities.

POSITION SPECIFICATIONS::

A. Qualifications:

1. High school diploma and completion of one to two semesters of college or a satisfactory equivalent combination of training and experience. Bachelor's degree in Museum Studies, Art History, Art, or related field preferred.
2. Computer skills (Microsoft Office, Adobe Creative Suite, digital photography, etc.) required. Experience using museum database programs such as PastPerfect highly desirable.
3. Retail experience preferred.
4. Familiarity with social media platforms for businesses, highly desirable.
5. Excellent interpersonal skills
6. Excellent and well-rounded written and verbal communication skills
7. Demonstrate ability to prioritize and multitask
8. Demonstrate ability to work independently and collaboratively
9. Ability to work in a fast-paced environment
10. Knowledge of historical Lakota art and contemporary Native art preferred
11. Experience working in a museum or similar setting preferred
12. Must be self-motivated or self-starter
13. Ability to interact with the public, staff and volunteers

Open Til Filled

Starting Base Wage: \$ 14 – \$ 16/hr DOE

To Apply

Submit or email a cover letter, resume and General Application with any supporting documents to:

Lisa Swallow, Director of Human Resources

Red Cloud Indian School

100 Mission Drive

Pine Ridge, South Dakota 57770

lisaswallow@redcloudschool.org

(605) 867-5491 ext. 2213- leave message