



Assistant Director– Position Overview

The Little Snake River Museum is seeking a motivated and versatile individual to assist with daily operations and support our mission to preserve the history of the Little Snake River Valley. This is a dynamic, hands-on role with a wide variety of responsibilities.

Position Details:

- Seasonal or year-round (flexible but year-round applicants will receive priority)
- Opportunity to learn on the job

Key Responsibilities:

- General office administration (data entry, filing, bookkeeping, writing)
- Assist with exhibits, collections, and educational materials
- Support marketing efforts, social media, and grant writing
- Help with hiring, training, scheduling, and staff coordination
- Provide excellent visitor service, including gift shop sales and research assistance
- Assist with planning and running events, programs, and school activities

Qualifications:

- Self-motivated, organized, and detail-oriented
- Comfortable using computers and social media
- Strong communication skills and enjoy working with the public
- Willing to learn and take on a variety of tasks
- Able to perform light physical work; mostly indoors with occasional outdoor duties

Why Work With Us?

This is a unique opportunity to work in a fast-paced, ever-changing environment where no two days are the same. From welcoming visitors to helping create exhibits and events, you'll play an important role in a museum that visitors truly appreciate.