

Niagara County Historical Society
The History Center
Application for the Grigg-Lewis Workership
Office Assistant 2017

Division: Museum Complex and Erie Canal Discovery Center
Position Title: Office Assistant Intern
Primary Reporting Responsibility: Executive Director
Status: 35 hrs a week, May 15 – Aug 15

Overview: The staff of the Niagara County Historical Society achieves its goals through recruitment, training, and direction. We also work cooperatively with other organizations to accomplish our goals. Staff are hired with a job description and well defined reporting responsibilities, they are required to be flexible in both. Senior staff works to identify and nourish the unique strengths and interests each person brings with them to their position here.

Summary of Position: Seeking a well-organized, computer savvy and friendly visitor oriented individual to assist both the executive and assistant director with a diverse set of tasks:

Name: _____

Address: _____

Home Phone: _____ Cell: _____

E-mail address: _____

Education: High School _____ Year graduated _____

School Address: _____

College: _____

Location: _____

Current Year of completion: _____ GPA _____

List course work that you have taken that is relevant to the position of office assistant

Work Experience: List your most recent position.

Employer: _____

Location: _____

Position: _____



The History Center
Niagara County Historical Society
215 Niagara Street
Lockport, New York
(716) 434-7433
www.niagarahistory.org

Office Assistant Job Description*

- This is a full time 9-5 position with a daily lunch break (35 paid hrs), beginning in late May – mid August. Includes working alternate Saturdays with a week day off.
- Work would occur at the 215 Niagara Street site primarily but also the Bond House located at 143 Ontario St., and the Erie Canal Discovery Center at 24 Church St.
- The overall supervisor would be Melissa Dunlap, executive director or Ann Marie Linnabery asst. director in Mrs. Dunlap's absence
- This job entails good organizational skills, Microsoft Office program knowledge, good customer relations, phone skills, multi-tasking ability, and speaking in front of a group.
- There will be some light housekeeping and assisting with moving light objects (books, artifacts), writing, filing, copying, research and working in the gift shop.
- This summer part of the job will include learning a script to do an interpretation of the Flight of Five renovation on site when others are not available. This would have an audience of tourists and Locktenders.
- Summers are very busy at the History Center and this position will enable the staff to be more responsive to the needs of the visitor. We also have more research requests during this time of the year.
- The key to working at a non-profit is you do different jobs as needed so time passes quickly and it is a great environment to learn many skills.

References: List three unrelated individuals who are familiar with your education, work experience or character.

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

Name: _____ Phone number: _____

Address: _____

* On the reverse or separate sheet, explain why you would like to work at the historical society.

