

The Legacy of the Plains Museum was created by combining the Farm and Ranch Museum and the North Platte Valley Museum over ten years ago and has become a boosts an impressive collection of artifacts and library about the settlement and agricultural history of the North Platte River Valley and High Plains region.



**LEGACY**  
OF THE  
**PLAINS**  
MUSEUM

The administrative assistant positions will primary consist of basic office duties with assisting in several of the departments of the Museum including event planning, collections, archives, agriculture, and others.

**Responsibilities:** The specific duties of position may include:

- Welcoming guests, answering phones, running the cash register, balancing drawer
- Opening and closing Museum
- Contact and schedule volunteers
- Assist staff with cataloging and accessioning collections and archival donations
- Communicate effectively, prepare written reports and meet deadlines
- Maintain volunteer and quest records and data entry projects
- Assist with exhibit design by providing research
- Assist with requests from researchers
- Assist with basic maintenance
- Work with Marketing Committee with events and gift shop
- Other duties as assigned

**Skills and Specifications:**

- Excellent interpersonal skills
- Independent time management skills
- Ability to exercise great initiative and independent judgment
- Ability to manage several projects and tasks simultaneously
- Moderate computer skills needed, especially PastPerfect, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- High attention to detail and accuracy
- Solid problem-solving skills
- Excellent organizational and multi-tasking abilities
- Excellent oral and written communication skills required

Scheduling is flexible, but evenings and weekends are mandatory. We are willing to work with school schedules.

For more information, call the Legacy of the Plains Museum at 308-436-1989. Resume and cover letter can be sent to 2930 Old Oregon Trail, Gering, NE 69341 or [director@legacyoftheplains.org](mailto:director@legacyoftheplains.org).