

**POSITION ANNOUNCEMENT**  
**INTERMITTENT SUPPORT**  
**HERITAGE MUSEUM**  
**ST CHARLES COUNTY PARKS & RECREATION**

**Starting Salary:** \$ 10.93 per hour. This is a temporary as-needed position

**JOB DESCRIPTION:**

Works closely with the Park Historian to create interpretive displays. Aides in the restoration and conservation of items in the collection. Assist with historical programs on site, at schools or other locations including, but not limited to, hands-on activities and displays used in explaining and teaching history and historic crafts. Periodically may assist the Construction Restoration Specialist as needed in restoration or rebuilding of all historic structures and outbuildings located on park sites. Performs other duties as assigned.

**REQUIREMENTS:**

Graduation from a general or technical high school or equivalent required with at least 1 year of prior general experience preferred. Individual must have good computer skills and the ability to work normal business hours along with occasional nights and weekends. Requires moderate physical exertion in performing job functions. Must be able to follow instructions, and be reliable. Ability to effectively communicate with museum staff and the public. Ability to establish and maintain effective working relationships. Experience in an archival or museum setting preferred. Overall knowledge of Missouri or St. Charles County History is a plus. Any visitor services, hospitality, or customer-oriented experience would be a plus. Employment will be contingent on successfully passing a full criminal background check.

**TO APPLY:**

All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 519, St. Charles, MO 63301. Monday – Friday 8:00 am – 5:00 pm.

**Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.**

**[RETURN TO APPLICANT PROCESS](#)**

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

**AN EQUAL OPPORTUNITY EMPLOYER**

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