

## POSITION DESCRIPTION

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| Position:             | Winter Museum Specialist                                                       |
| Department:           | Museum                                                                         |
| Salary Level:         | III (Coordinator/Asst. Manager)                                                |
| Default Housing:      | <i>Roofed-PTC (Final housing assignments may differ based on availability)</i> |
| Reports To:           | Museum Collections Coordinator                                                 |
| Desired Availability: | January 4 – April 30                                                           |

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A, B, & C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Winter Museum Specialist acts primarily as a behind-the-scenes technician, providing their individual skills, knowledge and experience to technical museum projects. Projects may include work involving: document archives, collections management, collections conservation, collections cataloguing, assisting with exhibit curation, collections inventory, assisting in the library, writing and editing text, and general museum promotions. Occasionally, the Museum Specialist may be required to give lectures and hands-on program to our staff, participants and the public. When working on the public floor, the Museum Specialist must be a friendly face with all of the answers, ready and capable of providing excellent customer service to all visitors, participants and staff. This includes being comfortable greeting visitors in a polite manner, orienting them to the museum, and answering questions about our exhibits, library, Ernest Thompson Seton, Waite Phillips and the overall history of Philmont. The Museum Specialist reports directly to the Director of Museums. While on Philmont property, the Museum Specialist acts as an official representative of the Philmont Museum - Seton Memorial Library.

### Primary Duties & Responsibilities

- Be part of a team wherein each staff member cheerfully shares the work load and develops the proper attitudes for the job at hand.
- Provide excellent customer service to all visitors, staff, and participants.
- Maintain confidentiality of all pertinent information concerning the museum's collections, archives and security systems as instructed by the Director of Museums.
- Complete required paperwork and documentation in a timely fashion.

- Use diplomacy and tact while handling questions and confrontations
- Welcome visitors to the Museum, orient them to the facilities and answer questions to the best of your ability. Assist other staff with learning facts and techniques necessary to handle visitors' questions regarding Philmont, museum exhibits and museum merchandise.
- Inspect all the museums exhibits, both indoors and outdoors, to ensure that they are clean, complete, functioning and do not need repair or maintenance.
- Occasionally assist clerks in scheduling Villa Tours for participants and public visitors.
- Receive calls and visitors for museum staff, document a full and accurate message when asked.
- Ensure proper care of office equipment assigned for use.
- Working directly with other seasonal staff as they prepare for delivering living history program and interpretive tours.
- Assisting others with research in both our library and archives
- Working in the main collections vault
  - o Proficient use of electronic collections catalogue, "Past Perfect V"
  - o Updating collections inventory
  - o Photographing objects
  - o Researching objects for catalogue update
  - o Conservatory work with any of our collection items (objects, photos, art, documents, etc.)
  - o Preparing items for display in upcoming exhibits
- Working in the library
  - o Helping customers locate specific books and subjects
  - o Specific research for staff, outside researchers and/or volunteers
  - o Re-shelving books
  - o Working with and updating the electronic library catalogue, "ResourceMate"
- Curatorial work for future exhibits, articles or programs
- Organizing archives and updating archive catalogue
- Exhibit preparation and exhibit installation, and cleaning exhibits
- Conduct specialized lectures and hands-on workshops
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well with minimal supervision

### Physical Requirements & Work Environment

- Be able to lift and handle materials up to 40 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

For more information about the Philmont Museums please visit: <http://www.philmontscoutranch.org/Museums>  
Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of

resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 9/16/2026