

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library
Job Posting

Date posted: August 29, 2024

Dates of posting: August 29, 2024 to September 4, 2024

Position: **TEMPORARY EXHIBITION ASSISTANT**

Position Type: Non-Exempt, Temporary status

Reports to: Library Director

Supervises: None

Schedule: Average of 24-28 hours per week for approximately 14 weeks beginning the week of September 26, 2024; scheduling includes daytime, evening and weekend hours; must be able to meet the scheduling needs of the Library.

Hourly Rate: \$11.00 per hour

General Summary

Under the supervision of the Library Director, the Exhibition Assistant greets and directs exhibition guests, uses a computer to coordinate exhibition reservations, monitors exhibition area and guests, opens and closes exhibition area daily, and enforces library policies and procedures in exhibition area.

See job description for Essential Functions and Responsibilities.

Education, Experience and Training

- High School diploma or equivalent required
- Demonstrated customer service experience preferred
- Must successfully pass background check
- Must have reliable transportation

Interested applicants should obtain an application and job description from the Library or online at www.bossardlibrary.org. Completed application must be mailed and postmarked by September 5, 2024 to:

**Bossard Memorial Library
c/o: Debbie Saunders, Library Director
7 Spruce Street
Gallipolis, Ohio 45631**