



Museum Attendant

Term:	Part-time. Employment may be terminated or extended at the will of the VMHA.
Start Date:	April 2024
Schedule:	Part Time, Mid-April- Mid September. Weekends and some evenings included
Wage:	\$17.50 hourly.
Benefits:	As determined by VMHA Personnel Policies.
Reports to:	Museum Services Manager
Employer:	The VMHA will contribute to the State Unemployment fund for the employee and will provide Worker's Compensation to cover the employee in case of a work-related injury.
Position Overview:	The visitor experience at the Valdez Museum begins with the Museum Attendant greeting and welcoming visitors from near and far. The Museum Attendant provides excellent customer service; makes sales and acts as a store clerk, monitors the Museum and conducts light cleaning.
Essential Job Functions:	<p>Front count customer service:</p> <ul style="list-style-type: none">• Greet visitors to the Museum.• Become familiar with and introduce the history of Valdez and the region to visitors.• Answer questions in a friendly and courteous manner.• Use the "Square" point-of-sale system for retail sales (admissions and store items) and make changes. Balance the till at the end of the workday and prepare deposits for the Museum Services Manager.• Assist as a Museum receptionist, answering phones, directing calls and taking messages.• Patrol the Museum to assure security for both visitors and exhibits. Monitor the Museum's fire and intrusion detection systems and environmental controls.• Respond to emergencies (may include calling appropriate agencies or individuals).• Adhere to: Valdez Museum COVID mitigation policy, including cleaning; and the Valdez Museum Emergency Plan

Job Requirements:

Excellent customer service skills.

Knowledgeable in Square point-of-sale for retail, Microsoft Outlook and Teams, Instant Messaging

Must be familiar with and adhere to the Museum's COVID Mitigation Plan and all employee policies.

This job is not intended to be all-inclusive. All Museum employees are expected to perform other duties according to the ongoing needs of the organization.