



Museum Ambassador

- Term:** Part-time. Employment may be terminated or extended at the will of the VMHA.
- Start Date:** April 2026
- Schedule:** Part Time, Mid-April- Mid September. Weekends and some evenings included
- Wage:** \$18.00 hourly
- Benefits:** As determined by VMHA Personnel Policies.
- Reports to:** Marketing & Communications 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:** Welcome and invite visitors to tour Museum, answer questions in a friendly manner, encourage shop sales, and occasionally dress in period or era clothing as an interpreter for assigned exhibits.
- Essential Job Functions:**
- Install 7Shifts Scheduling/Messaging App on phone or have the ability to log in to a web-based browser (can be done on premise) to stay up to date on schedule and daily announcements
 - Check email/front desk log/occasional data entry or internet research
 - Stay alert, greet visitors, collect admissions, assist visitors in Museum Shop
 - Introduce the history of Valdez, Museum buildings and exhibits
 - Answer questions in a friendly and courteous manner
 - Cashier, balance till and if closing, prepare bank deposit
 - Answer phone, direct calls and take messages as appropriate
 - Monitor Museum for functionality, cleanliness and safety of facilities/exhibits
 - Tidy, refresh shop inventory
 - Respond to mishaps and emergencies
 - Adhere to: Valdez Museum COVID mitigation policy, including cleaning; and the Valdez Museum Emergency Plan

Job Requirements:

- Arrive on time and ready to work
- Enjoy connecting with all types of people
- Operate from kindness and be considerate others' needs
- Experience with web-based and ios applications
- Comfortable asking for help when needed
- Willing to be trained at both locations
- Clean and tidy appearance
- Must be familiar with and adhere to 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.