

Park City Museum and Historical Society

Museum Store Assistant Job Description

Revised 2/28/2022



Overview

The Park City Museum is a non-profit organization dedicated to preserving, protecting, and promoting Park City's rich history, heritage, and culturally significant sites. The part-time **Museum Store Assistant** directly reports to the Retail Manager and will be scheduled 20-30 hours per week. The successful candidate will provide excellent customer service in all interactions with visitors to ensure a positive experience that drive sales for a successful museum and retail operation.

Responsibilities

The following are the duties that must be fulfilled by the **Museum Store Assistant**:

- Welcome visitors
- Describe and process admission ticket sales
- Describe and process Membership sales
- Answer and transfer incoming phone calls regarding the Museum, programs, and store
- Learn and conduct opening and closing procedures, balancing the cash register and receipts
- Retail sales including giving advice and assisting customers with products
- Restocking inventory, attaching price tags, receiving shipments
- Keeping the store clean and tidy, including frequent sanitizing, dusting, mopping and COVID-19 cleaning protocols
- Managing customer complaints, refunds and other customer queries

Requirements

The **Museum Store Assistant** must have:

- A High School degree
- Previous retail experience
- Strong interpersonal and customer service skills with a “passion to help” attitude.
- Proficient computer skills

Part Time Hourly Wage: Starting at \$16.00 - \$18.00 per hour.

This is a part-time position scheduled three to five days a week covering a 4.5-hour or 7.5-hour shift. Museum is open seven (7) days a week and candidate is required to work some weekends and holidays. Candidate must be able to meet physical demands of the job including lifting and moving objects up to 40 lbs. and standing for long periods of time.

Apply

Please send resume to Retail Manager at retail@parkcityhistory.org with “Museum Store Assistant” in the subject line. PLEASE NO PHONE CALLS.