

## Anthracite Heritage Museum & Iron Furnaces Assistant Manager (Permanent Part Time Position)

To assist in all activities of the Associates to support the Mission of the Anthracite Heritage Museum and Iron Furnaces.

Reports to the Associates Business Manager and works in close operation with other Associates and State employees in ensuring the efficient operation of the Museum.

Friendly, congenial, respectful environment

### Job Description

Welcomes and processes visitors through a point of sale (POS) system; ability to pleasantly interact with visitors and be able to provide an historical introduction to the museum

Operates store cash register and credit card terminal, maintains daily store records, ex. sales, inventory; places store orders, stock shelves and keeps displays well-kept, supervises store volunteers and other duties as assigned

Assists with mailings, programs, newsletter production and supports membership and visitation growth initiatives, manages school/adult tour program and supports growth of school/adult tours

Permanent Part Time Position Hours: May - Sept, Mon-Fri (9-5)

Oct - April, Wed-Fri (9-5)

### Requirements

Excellent written & oral communication skills

Experience in Word, Excel, Publisher

Experience working with volunteers or experience with public programs

Ability to multi-task, work independently and as a team player

Availability to work evenings and week-ends as needed

Education – High School diploma, College diploma desired

Must pass background check

### Desired

Experience with marketing/public relations

Experience with public programs, events, and grant writing

Salary based upon experience

Location: Anthracite Heritage Museum, 22 Bald Mountain Road, McDade Park, Scranton, PA 18504

Mail cover letter and resume to above address

or e-mail [ahmuseum@verizon.net](mailto:ahmuseum@verizon.net) attention Personnel Committee by August 30, 2019