

Weekend Store Clerk

Anthracite Heritage Museum and Iron Furnaces Associates

Job Description

- Welcomes and processes visitors through a POS system; ability to give visitors an overview introduction of museum – knowledge of anthracite history helpful, but not required.
- Operates store cash register and credit card terminal
- Maintains daily store records, ex. sales, inventory
- Stocks shelves and keeps displays clean and well-kept
- Supervises store volunteers (1-2 maximum)
- Assists with mailings, programs, newsletter production and supports membership growth initiatives
- Assists in activities of the AHMIFA to support the Mission of the Anthracite Heritage Museum and Iron Furnaces.
- Reports to the Associates Business Manager and works in close operation with Associates and State employees in ensuring the efficient operation of the Museum.

Requirements

- Excellent written & oral communication skills
- Experience with Microsoft Word, Excel
- Experience working with volunteers or experience with public programs
- Ability to multi-task, work independently and as a team player
- Availability to work every Saturday (9 -5) and Sunday (12 - 5)
- Ability to work occasional weekdays during staff vacations as needed
- Ability to help occasionally at Museum or Iron Furnace Events

Desired

- Experience with retail sales and merchandising
- Experience with public programs, events

Pay begins at PA State minimum wage, \$10.15/hour

To apply, please send a resume and cover letter to Vivian Cleveland, Business Manager, at ahmuseum@verizon.net. Applications will be accepted until March 6, after which interviews will be scheduled.