



JOB TITLE: Museum Store Assistant (seasonal, March 1-October 31)

PRINCIPAL RESPONSIBILITIES:

- Help coordinate operations of the museum store
- Perform duties of Visitor Services Assistants
- Serve as Point Person on a rotating basis
- Assist with light cleaning duties
- Assist with light clerical duties

DETAILS:

- Approximately 20-30 hours per week
- Flexible scheduling availability required to help the museum meet its customer needs
- Weekend and occasional evening hours required

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong retail experience required
- Ability to operate and balance Point of Sale (POS) cash register and ticketing system
- Excellent interpersonal skills; enjoys working with people of all ages and backgrounds
- Strong verbal and presentation skills

PHYSICAL REQUIREMENTS:

- Must be able to lift at least 40 pounds

HOW TO APPLY: Applications will be accepted until position is filled. No phone calls please. Please forward a cover letter and resume to Peter Miele, Director of Education and Museum Operations at pmiele@seminaryridge.org or by mail to:

Peter Miele, Director of Education and Museum Operations
Gettysburg Seminary Ridge Museum
61 Seminary Ridge, Gettysburg PA 17325