

Job Description — Museum Store Associate

Position:	Museum Store Associate
Location:	Customs House Museum & Cultural Center
Job Type:	Part-Time
Classification:	Non-Exempt
Salary/Hourly:	Hourly
Reports to:	Visitor Services & Retail Manager

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Position Overview

The Museum Store Associate is required to work in the Customs House Museum and Cultural Center's Museum Store. This area of the Museum's operations is highly customer focused. The Museum Store Associate is responsible for assisting in collecting payments relating to admissions, memberships, special events, programs, gift shop products, and donations. The position also plays a support role in the Museum's membership program.

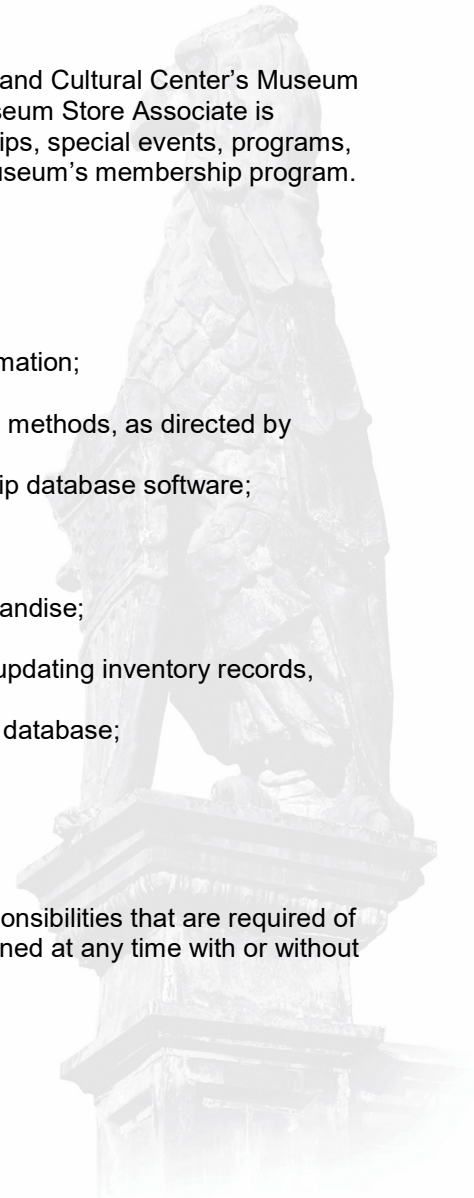
Essential Functions

1. Greet and welcome customers and offer friendly assistance;
2. Accurately process sales, returns, exchanges, etc.;
3. Maintain a working knowledge of products in store, including vendor information;
4. Assist with store opening and closing procedures;
5. Adhere to proper internal financial control procedures and loss prevention methods, as directed by Finance Manager and Visitor Services & Retail Manager;
6. Operate Microsoft Office products, Point of Sale software, and membership database software;
7. Participate in annual retail inventory count;
8. Keep the store clean;
9. Interact with wholesale/consignment vendors;
10. Assist Visitor Services & Retail Manager with arranging displays of merchandise;
11. Process Museum memberships through the Point of Sale system;
12. Occasionally assist Visitor Services & Retail Manager with receiving and updating inventory records, printing merchandise labels, and communicating with vendors.
13. Update and access museum member information in the Veevart software database;
14. Assist with museum store and membership events;
15. Relieve other staff during lunch or break times;
16. Assist with processing transactions during Fundraising Events;
17. Other duties as assigned by supervisor or Finance Manager.

This job description is not designed to cover or contain all activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Experience working in a retail environment;
2. Excellent communication and public relations skills;
3. Team player with all staff;



4. Proficiency in Microsoft Office programs;
5. Friendly demeanor and professional appearance;
6. Adaptable to a changing work environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Working at desk and utilizing a computer for prolonged periods of time;
2. Periodic standing, walking, bending, climbing, and stooping, and the ability to lift 20 pounds;
3. Good hearing and vision
4. Good eye/hand coordination.
5. Occasionally climbing a ladder.

Education and Experience

Graduation from secondary education or GED required, higher education degree preferred.

Schedule

1. This is a part-time at-will position and primary days and hours of work vary from week to week.
2. Monthly work schedules prepared before the beginning of each month.
3. 25 Hours minimum available per week.
4. Full-day work schedule is 9:30 a.m. to 5:30 p.m. with a half-hour lunch break.
5. Must be available to work nights and weekends.
6. There is a potential for additional hours associated with special projects, to cover other employee's vacation/sick days or during special events/facility rentals.
7. Pay periods are semi-monthly on the 15th and last day of each month.

Travel

This position does not require travel.

Hourly Rate / Benefits

The starting pay rate for this position is \$11.50 per hour

The Museum offers part-time employees paid holidays, vacation, and sick leave. Insurance benefits are also available for short-term disability/accidents and SIMPLE IRA participation.

All new or vacant positions at the Clarksville-Montgomery County Museum, d.b.a. the Customs house Museum & Cultural Center will be filled by the selection of only fully qualified applicants, regardless of race color, gender, religion, national origin, age, or disability who meet the job related criterial of the job description. All potential employees will undergo a background check, and must provide proof of being able to legally work in the U.S. Employees who have cause to drive their own vehicle and/or Museum vehicle for approved Museum business must have a valid driver's license and proof of auto insurance.