

FRONTIERS OF FLIGHT MUSEUM

JOB DESCRIPTION

Position: Museum Store/Front Desk Clerk & Facility Set up Assistant (Part-Time)

Hourly Rate: \$11.00

Report to: Events Coordinator/Museum Store Manager

FLSA Status: Non-Exempt; Part-Time

General Function

Under the supervision of the Museum Store Manager, the Store/Front Desk Clerk will assist Museum visitors with admissions and store purchases. Under the supervision of the Events Coordinator the Facility Set Up Assistant will assist in the setup and strike of the facility for rental clients. The ideal candidate will have a friendly and easy going personality while also being perceptive and disciplined. A customer oriented approach is essential with a goal of ensuring our visitors receive excellent customer service and positive experiences while at the Museum.

Major activities, typical duties and responsibilities include but are not limited to:

General Responsibilities: Museum Store

- Greet museum visitors.
- Process admissions and store purchases via the Museum Point of Sales System.
- Maintain store inventory items, including logging and pricing inventory and restocking store shelves.
- Maintain store appearance e.g. clean and dust shelving and front desk area as needed.
- Answer telephone inquiries regarding museum hours, admission rates and/or refer callers to the appropriate staff member.

General Responsibilities: Facility Set Up

- Set up and/or tear down of tables, chairs and other museum inventory for events.
- Assist with general maintenance of facility; including cleaning of rental inventory, exhibits, exhibit areas, birthday party areas, children's discovery area.
- Assist birthday party clients as needed.

Skills, abilities and other requirements

- Excellent customer service skills
- Excellent interpersonal and general communication skills.
- Attention to detail.
- Ability to multi-task and the flexibility to handle the diverse requirements of the position.
- High School Diploma.
- Front desk / Customer service experience a plus.
- Bi-lingual a plus.
- Must be able to lift/move 50lbs.

Schedule:

- Front Desk Hours: Sat 9am-5pm / Sun 12noon-5pm
- Facility Hours: Varies depending on rental event schedule

Compensation: \$11/hr

To apply please send resume and cover letter to; info@flightmuseum.com