



Position: Museum Shop Attendant & Admittance Clerk

As a **Museum Shop Attendant** you are directly responsible for carrying out the day-to-day operations of the Museum Shop and gallery entrance area.

Qualifications:

- Experience with POS and retail environment
- Experience with inventory control in a retail setting
- Outstanding verbal communication skills

Responsibilities:

- Offers exceptional customer service and offers a positive experience for all visitors
- Confident in offering information on exhibits, programs and upcoming special events
- Familiar with all shop merchandise and has a basic knowledge of each artist who has products for sale in the Museum Shop
- Ensures that all merchandise is handled carefully, appropriately, and securely
- Monitors and maintains office supplies and a working inventory of packing materials, and other necessary items
- Completes necessary data information regarding sales and Museum visitation records
- Helps maintain the cleanliness and tidiness of the Museum Shop, storage and the breezeway entrance
- Monitors the usage and cleanliness of washrooms
- Independently opens and/or closes the Museum Gallery areas each day
- Attends staff meetings and training sessions, as scheduled
- Other duties as required or assigned

Reports to: Executive Director

Wage: \$14.50/hr

This is a part time position and the shifts are **3.5 hours** in duration {**6 hours** on Sundays and Holidays}. The frequency varies greatly throughout the year:

- Year round, one (1) shift Sunday per month
- From January to May, one (1) shift per week, every week
- From June to December two (2) shifts per week (7 hours)

We expect the incumbent to work on statutory holidays and long weekends.

Deadline for Application: May 17, 2019

Please apply in writing with a resume and cover letter by email director@whiterockmuseum.ca. Please note, only those applicants selected for interviews will be contacted.