

COME WORK AT THE MUSEUM!

Seasonal Museum Clerk

The John Wesley Powell River History Museum has an immediate opening for a **seasonal museum clerk** to work from Mid-March to October. This position is responsible for greeting visitors and providing tourist information, working in the museum gift shop, and assisting with special events. Work schedule will vary from week to week, and shifts will generally be **9-5 or 11-7** including weekends and holidays.

This position works in direct contact with the general public, providing information to tourists and other visitors to the museum, and works as a point of sale person for museum admissions and gift shop sales. This position also assists in the general operations of the museum, including special events and programming. This is a great opportunity to gain experience in museum operations, work with the general public, and share the values of our town.

Duties include:

- Staffing the information center desk and greeting visitors as they enter museum
- Providing area information and recommendations for local attractions
- Promoting museum events and programming to museum visitors
- Staff the museum gift shop, operating point of sale system and opening and closing gift shop on a daily basis
- Refill printed material and supplies in information center
- Assist with museum programming and special events
- Promoting museum membership program
- Other duties as assigned

Experience, Skills, and Education:

Excellent communication and customer service skills. Adaptable, and willing to adjust to daily needs. Familiarity with retail sales or as a first contact representative of an organization is a plus.

Submit application materials directly at the Museum, Green River City Hall, or to jwpdirector@gmail.com.

30-40 hours/week. \$8.50/hr



435-564-3427

johnwesleypowell.com

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