



Henry Sheldon Museum of Vermont History

Museum Store Assistant Henry Sheldon Museum, Middlebury, VT

The Henry Sheldon Museum seeks an outgoing and friendly Museum Store Assistant to join its dynamic team. The Museum Store Assistant welcomes all visitors to the Museum and provides assistance to customers in the Museum Store.

Employment type: Part-time, seasonal position early May through early January, 3 days (20 hours) per week, Saturdays a must. Occasional evenings during special events.

Hourly wage: \$17-\$19/hour

Skills & Experience

- 2-3 years customer service experience in a retail setting
- Computer proficiency, able to learn point-of-sale system quickly
- Enjoys interacting with the public
- Able to work as part of a team and independently

Responsibilities & Duties

- Greet and orient visitors at the welcome desk and take admissions entry fees
- Assist customers in the Museum Store
- Open and Close the Museum
- Answer the telephone, answer general inquiries, and re-direct calls as appropriate
- Actively promote exhibits, programs and events, and membership opportunities
- Assist with store advertising on social media
- Accept deliveries at the front door
- Maintain clean and orderly displays of store merchandise
- Encourage visitor comments and provide feedback to other staff
- Reconcile cash drawer at end of day
- Assist with Museum bulk mailings
- Assist with data entry for membership

Interested candidates please send a letter of interest, resume, and three references to jobs@henrysheldonmuseum.org or mail a hard copy to Henry Sheldon Museum, Museum Store Assistant Search Committee, One Park Street, Middlebury, VT 05753. All materials will be confidential, and references will not be contacted without advance permission. No phone calls please. We are committed to cultivating an inclusive work and learning environment and look forward to future team members who share that same value.

The Henry Sheldon Museum is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.