



## NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

The National Museum of the Mighty Eighth Air Force is looking to fill the part-time position Visitor Services Associate.

### Job summary

Responsible for opening of the register and preparing the register area for the daily function in the gift shop or admissions area as assigned. Responsible for keeping area clean and clear of trash. In gift shop, assist in stocking of shelves and hanging merchandise and enhancing displays for positive sales. Greet and assist all customers.

### Duties and responsibilities

- Responsible for organizing the check out area in the morning and ensuring it is ready for the day's operations.
- Verify equipment is functional and a sufficient supply of stock is on hand.
- Greet and assist all customers and use suggestive selling.
- Be knowledgeable of the products that are for sale.
- Restock merchandise as required – check all shelves and racks.
- Be knowledgeable of museum's mission, programs and history
- Be knowledgeable regarding all procedures and policies relating to the Gift Store/Admissions.
- Prepare required daily close out report.
- Assist with training new personnel.
- Send all phone orders to E-Commerce manager.
- Assist in the creation of new merchandise displays.
- Assist in daily cleaning of store according to the cleaning list.
- Assist in the smooth flow of customers through the Gift Store.
- Answer incoming telephone calls when Admission Desk is busy.
- Assist in processing/receiving/tagging merchandise.
- Responsible for ticket sales, having knowledge of discounts, etc. when working the Admissions Desk.
- Answering incoming telephone calls, knowledge of staff and phone system when working the Admissions Desk.
- Provide map and explanation to visitors when working the Admissions Desk.
- Work flexible hours, including nights, weekends and holidays

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**Email resume and cover letter to [pvining@mightveighth.org](mailto:pvining@mightveighth.org) or mail to Visitor Services Associate Search, P.O. Box 1992, Savannah, GA 31402. No phone calls please.**

**The National Museum of the Mighty Eighth Air Force is an Equal Opportunity Employer.**

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