



TITLE: Museum Store Team Member

REPORTS TO: Museum Store Manager

CLASSIFICATION: Part-time, Hourly Non-Exempt
Monday-Friday, some Weekends

Museum store sales, café sales & ordering, retail merchandising, visitor services, processing online and phone orders, answering phones, and help with mailings.

The Studebaker National Museum is one of three nationally-accredited automobile museums, offering a vibrant work environment. Outstanding in its field, the Museum is a world-renowned cultural institution with a fun, team-based atmosphere. Enjoy meeting visitors from all over the globe!

DUTIES & RESPONSIBILITIES

- Process store sales, memberships, and online sales using a Point of Sale system
- Proficient handling cash and processing other methods of payment
- Shipping & receiving of store merchandise
- Answer the telephone and field calls to appropriate staff members

KNOWLEDGE, SKILLS, ABILITIES

- Enjoy working with the public, meeting new people, partnering with volunteers
- High school diploma or GED with at least one year of customer service experience
- Have a basic knowledge of customer service best practices and possess strong communication skills
- Familiarity with Point of Sale systems and the ability to learn new technologies
- Willing to work a flexible schedule

The Studebaker National Museum is an equal opportunity employer. The Studebaker National Museum does not and shall not discriminate or permit discrimination on the basis of race, color, religion, gender, gender expression, sexual orientation, age, national origin, disability, parental status, marital status, military status, or any other classification protected by law in matters of employment, activities, or its operations.

Applications Sent to: sboocher@studebakermuseum.org

Benefits: Employee discount, Flexible schedule; Paid time off