

JOB TITLE:	#1205 Visitor Services Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	Mill City Museum
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (780 annual hours) position
CLASSIFICATION:	55L Service
HIRING MANAGER:	Visitor Services Manager II
POSTING DATE:	May 18, 2015
DEADLINE DATE:	Application materials must be received by June 2, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Visitor Services Assistant I to perform a variety of service duties in the Mill City Museum ticketing/admissions, retail store and visitor information areas.

RESPONSIBILITIES: 1) sell merchandise in the museum store; 2) sell admissions to the museum, and provide visitor information both in person and on the telephone; and 3) assist with school programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Previous retail or service industry experience.
- Strong interpersonal and communication skills.
- Positive public appearance and attitude.
- Basic accounting and math skills.
- Ability to learn scheduling, ticketing and retail software.
- Ability to work a flexible work schedule that includes many weekends, holidays and both early and late shifts.

DESIRABLE QUALIFICATIONS

- Strong customer service experience and skills.
- Knowledge of retail display and marketing techniques.
- Knowledge of Minnesota and area history.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged

- No phone calls please -