

<b>JOB TITLE:</b>	#1264 Sales Assistant I – Split Rock Lighthouse
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616
<b>SALARY:</b>	\$13.73 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (624 annual hours) position. Weekly hours vary according to seasonal site needs.
<b>CLASSIFICATION:</b>	55L Service
<b>HIRING MANAGER:</b>	Store Manager II
<b>POSTING DATE:</b>	February 10, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by March 16, 2016.
<b>SUPPLEMENTAL FORMS:</b>	<b>REQUIRED FOR THIS POSITION.</b>

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant I to provide front line customer service to the clientele of Split Rock Lighthouse Historic Site.

**RESPONSIBILITIES:** 1) process admission and membership sales; 2) utilize product knowledge to assure profitable sales and assist with inventory control; 3) welcome, orient and receive visitors; 4) process sales of store merchandise; 5) follow site safety procedures; 6) study historical materials related to the site’s interpretive programs and history; and 7) perform other related duties as apparent or assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Specialty store sales and cashiering experience.
- Basic accounting and math skills.
- Experience in stocking and displaying merchandise.
- Strong interpersonal and communication skills.
- Ability to work a varying schedule of 24 – 40 hours per week.
- Ability to lift up to 25 pounds and be comfortable using a ladder.

**DESIRABLE QUALIFICATIONS:**

- Strong customer service experience and skills.
- Positive public appearance and attitude.
- Knowledge of retail display and marketing techniques.
- Knowledge of Minnesota history.
- Knowledge of the history of Split Rock Lighthouse and North Shore area.
- Available to work entire season including weekends, from May through October, may include some winter weekends.
- Experience with a Point of Sale (POS) system and cash registers.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>Split Rock Lighthouse</b> <b>3713 Split Rock Lighthouse Road</b> <b>Two Harbors, MN 55616</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
---	--	--

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 -**

**2016 SEASON SUPPLEMENTAL AVAILABILITY FORM  
 ANTICIPATED SCHEDULE AVAILABILITY (BY MONTH)  
 #1264 SALES ASSISTANT I - SPLIT ROCK LIGHTHOUSE**

Name of staff or applicant: \_\_\_\_\_

I. Part I concerns availability in the specific time periods that make up the season. The two middle columns, "yes/no" and "1-5", require your written responses for each time period listed.

Time period	Can work? Circle one	Available and wish to work this number of days per week (circle one)	Limitations/comments
May 14 – 31	Yes / No	1 – 2 – 3 – 4 – 5	
June	Yes / No	1 – 2 – 3 – 4 – 5	
July	Yes / No	1 – 2 – 3 – 4 – 5	
August	Yes / No	1 – 2 – 3 – 4 – 5	
Sept.	Yes / No	1 – 2 – 3 – 4 – 5	
Oct 1 – 23	Yes / No	1 – 2 – 3 – 4 – 5	

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, supplemental availability form and supplemental narrative sheet to: #1264 Sales Assistant I position, Minnesota Historical Society, Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616. Applications must be received or postmarked no later than March 16<sup>th</sup>, 2016.

