

Museum Gift Shop Manager

The Iron County Museum and Historical Society seeks an individual with strong interpersonal skills to operate and maintain the museum's gift shop. This individual works closely with the museum staff and visitors. This is a volunteer position.

Summary:

The Gift Shop manager is responsible for the efficient operation of the Museum's retail sales operation. Responsibilities are performed with considerable independence and reviewed only periodically. The individual is responsible for meeting a defined budget and does so through appropriate merchandise selection and marketing.

Duties and Responsibilities:

Oversees daily operation of the gift shop; meets, greets and assists the public in selecting gifts and other merchandise; supervises volunteers also engaged in gift shop operations.

Skills, Knowledge, and Abilities:

- Strong verbal communication skills.
- Retail and cash register experience desired
- Able to do mailings thru bulk mail.
- Professional appearance and multi-tasking.

Applicants should contact Shirley Carlson by January 31 at 265-2617