



## Job Opening: Museum Store Associate

***The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.***

**POSITION SUMMARY:** The Museum Store Associate serves as a frontline ambassador for the museum, providing exceptional customer service in the Museum Store while supporting the museum's mission, programs, and visitor experience. This position is ideal for someone who enjoys working with the public, is detail-oriented, and is enthusiastic about art, history, culture, and museum engagement.



### ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback
- Welcome and assist visitors in the Museum Store with warmth and professionalism
- Operate point-of-sale systems accurately, including processing sales, returns, and memberships as applicable
- Share knowledge about museum exhibitions, programs, and merchandise to enhance the visitor experience
- Maintain a clean, organized, and visually appealing retail environment
- Restock merchandise and assist Store Manager with inventory tracking and merchandising displays
- Handle cash and credit transactions responsibly and in accordance with museum procedures
- Answer visitor questions and direct guests to other museum areas as needed
- Support special events, exhibition openings, and busy visitor periods as scheduled
- Collaborate with museum staff to ensure a positive, cohesive visitor experience
- Performs all other related duties as assigned by management

### WORK SCHEDULE:

- 20 hours per week
- Friday to Sunday shoulder-season
- Monday to Wednesday peak-season
- Occasional evenings for special events

### DESIRED EDUCATION AND EXPERIENCE:

- High school diploma or GED (or equivalent experience)
- Previous customer service experience preferred
- Must be a reliable worker who is able to perform routine tasks without supervision

**QUALIFICATIONS AND SKILLS:**

- Strong customer service and communication skills
- Friendly, dependable and professional demeanor
- Comfortable handling cash and using point-of-sale systems (training provided)
- High degree of accuracy and attention to detail

**COMPENSATION AND BENEFITS:**

- Hourly wage up to \$16.50/hour based on qualifications
- Employee discount to Bistro and Museum Store

***Qualified candidates please email cover letter and resume to  
recruitment@thebrintonmuseum.org***

***To learn more about The Brinton Museum go to [thebrintonmuseum.org](http://thebrintonmuseum.org)***