



TITLE: Assistant Site Manager

HOURS: Full-time, seasonal, April - October; (flexibility required, includes holiday, weekends, and some evenings)

SALARY: Up to \$14.00/hr.

LOCATION: Historic White Pine Village

SUPERVISOR: Operations Manager

Mason County Historical Society staff members are committed to providing friendly, courteous service to the public. All work-related tasks will be performed in a professional, competent manner. The Assistant Site Manager serves the visitors of three different venues by: selling admission tickets, assisting guests, selling merchandise in museum stores, and providing information to guests about Historic White Pine Village, Port of Ludington Maritime Museum, Mason County Research Center, and the general Mason County area.

Core job responsibilities include (but are not limited to):

- Maintains gift shop.
- Open and close the Village.
- Oversees volunteers, maintenance, and museum staff.
- Opens and closes cash drawers and provides cash reports.
- Provide guided tours when needed.
- Assists with research projects.
- Help with event planning and implementation.
- Assist visitors with the selection of appropriate admission tickets and gift shop merchandise.
- Accurately enter all museum store purchases into a computerized cash register.
- Study and be knowledgeable about all MCHS programs and facilities, including access issues for visitors with disabilities.
- Respond to inquiries with information/suggestions to enhance the site and area visits.
- Perform other duties as assigned.

Qualifications:

- Has a strong interest in learning local history.
- Ability to provide front-line customer service.
- Ability to handle a fast-paced environment.
- Has a positive attitude and understands the value of the tourism industry on the community.
- Ability to work as a team, take initiative, and creatively problem-solve.
- Excellent judgment and critical thinking skills.
- Excellent communication skills.

