



- TITLE:** Front Desk Sales Clerk
- HOURS:** Part-time & Full-time positions available, seasonal, May 23 – September 10th; (flexibility required, includes holiday, weekends, and some evenings)
- SALARY:** Up to \$12.50/hr.
- LOCATION:** Port of Ludington Maritime Museum, Mason County Research Center
- SUPERVISOR:** Site Managers

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. Museum Attendants serve the visitors to three different venues by selling admission tickets, assisting guests and 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):

- Stocking shelves and cleaning the gift shop.
- Assist our visitors by treating them as respected guests and serving their needs.
- Enthusiastically greet guests upon arrival.
- Assist visitors with the selection of appropriate admission tickets.
- Accurately enter ticket purchases into a computerized cash register.
- Assist museum store guests with purchases.
- Accurately enter all museum store purchases into a computerized cash register.
- Assist with maintenance projects, building/exhibit cleaning, and various other tasks
- 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 problem solve.
- Excellent judgment and critical thinking skills.
- Excellent communication skills.

