

El Rancho de Las Golondrinas Living History Museum
Job Description
Museum Store Assistant

Job Summary: The Museum Store Assistant will help with guest orientation to the museum as well as the daily operations of the store. This position reports to the Manager of Guest Services.

The Museum Store Assistant will primarily assist with the:

- Daily operations of the Las Golondrinas Museum Store
- Orientation of museum guests to the grounds, historic buildings, and modern facilities of the museum
- Opening and closing operations for the museum including opening of gates, raising and lowering of flags, daily volunteer casita preparation and opening and closing buildings

The Museum Store Assistant is expected to work during all festival weekends and will have a Friday-Sunday schedule during the season (June-October) and a 1-2 day per week schedule (May), plus 5 days in March for Museum history training. Non-festival days are 9am-3pm. Festival days vary and can be up to 8 hours per day. In the event that the Manager of Guest Services is out, the Museum Store Assistant will fill in. This position will also be required to work evenings for special events and fundraisers when the store needs to be open.

This position will be working in the museum store and will be responsible for daily operations, ordering, inventory, display design and organization, ringing up sales and orienting guests. As the first person that many museum guests will encounter, it is vital that the Museum Store Assistant sets the tone for a pleasant and informative visit to the museum.

The successful candidate must be a caring “people person” with the ability to work both independently and as part of a team, be detail-oriented, and have excellent communications skills.

Duties and Essential Functions:

- Work with the Manager of Guest Services on related duties and coordination of assistance
- Serve as a guest services representative for the museum
- Help with opening and operating the museum, museum store and admissions
- Interact with volunteers on a daily basis
- Other duties as assigned

Qualifications:

Required-

- 1-3 years retail experience in a busy, multitasking environment
- Understanding of retail point of sale systems
- Inventory skills

- Attention to detail and cleanliness in a retail environment
- Strong interpersonal skills and an ability to work with and engage the public
- Ability to be diplomatic and awareness of appropriate workplace interactions
- Excellent, organizational, and interpersonal skills
- Thorough understanding of sensitivity to all guests, volunteers, and staff
- Awareness and sensitivity to local cultures
- Basic computer skills

Preferred-

- Knowledge of New Mexico and Spanish Colonial History
- Familiarity with Santa Fe and Northern New Mexico History and Culture
- Bilingual: English/Spanish

Additional Requirements-

- Excellent and open communicator; ability to write and speak clearly and effectively to deliver consistent messaging to guests, staff and volunteers
- Ability to work independently and in a timely manner
- Ability to maintain regular and timely attendance
- Ability to maintain appropriate workplace attire and cleanliness
- Contribute to values-based culture and demonstrate adherence to the highest ethical standards
- Ability to help guests and volunteers feel warmly welcomed and heard
- Ability to work on several projects at once and work with supervisor to prioritize
- Able to climb stairs, carry and lift 30 pounds, stand and sit for extended periods of time
- Ability to work in dusty environments and outdoors
- Ability to comply with and adhere to all internal procedures, processes and policies, as well as Las Golondrinas' core values and mission
- Able to work a non-traditional schedule including weekends, evenings and nights.

Job Type: Part-time, Seasonal

Pay: \$16.00 per hour

Expected hours: 18 – 22 per week

Please send cover letter and resume electronically to jackiecamborde@golondrinas.org. No phone calls, please.