

Summit Museum and Retail Attendant

Job Description

Are you looking to experience the Home of the World's Worst Weather for yourself?

We have an immediate opening for two friendly, outgoing and self-motivated individuals for the position of Museum Attendant at our Extreme Mount Washington Museum located in the Sherman Adams building located on the summit of Mount Washington. This is a part-time seasonal position that runs through October (end of season). We are looking for individuals with availability to work two consecutive days, Wednesday-Thursday or Friday-Saturday, with flexibility to occasionally pick up additional days.

Compensation for the Summit Museum/Retail Attendant is \$15 per hour, additionally this position provides the opportunity to stay overnight on the summit between the two working days. Meals and sleeping arrangements will be provided for the duration of time on the summit. This position requires the safe operation of an Observatory-owned passenger vehicle up and down the Mt. Washington Auto Road. Transportation may be provided by other Observatory staff on some shift days.

Qualifications and Skills

Experience with retail sales, point of sale or cash register operations and working with the public. Familiarity with web browsing and Microsoft Office applications desired. Basic knowledge of Mount Washington and local area helpful.

Responsibilities and Duties

- Welcoming visitors to the Museum and collecting admission fees (when appropriate) from those who enter the exhibit area.
- Encouraging and processing sales of educational, Observatory, and mountain-related items. The Summit Museum Attendant will work with the Museum Manager regarding tracking of inventory, ordering, receiving and storage of merchandise, and maintaining attractive and effective display of items as directed. The Summit Museum Attendant will be responsible for basic daily record keeping related to sales and Museum admission activity, including cash register closing.
- Serving as a representative of the Observatory to visitors; Observatory members and non-members alike. The Summit Museum Attendant will encourage and process new memberships and potentially coordinating member and new member tours of the facility.
- Providing basic visitor information to museum visitors about the mountain and especially about the Observatory. Attention to accuracy and an orientation toward serving the public are essential.
- Basic custodial chores for the exhibit, sales, and storage areas of the museum, on a daily basis or otherwise as needed; oversight and occasional basic repair of museum physical plant items, exhibits, and other equipment.

- Training and supervision of Observatory interns and volunteers in basic museum procedures.
- Working productively and in a clear manner of cooperation with other Observatory staff, interns, trustees, and volunteers, as well as with employees and representatives of the New Hampshire Division of Parks and Recreation, for the efficient and effective operation of the Museum and of the Observatory as an organization, and for the maintenance and enhancement of a smooth partnership with Mount Washington State Park.
- As a staff member of the Observatory, the Summit Museum Attendant will serve as a representative of the Observatory, and may perform other tasks, on-site or off-site, related to the Observatory in general and especially to the Museum, and will work with other staff members, interns, trustees, and volunteers in advancing the Observatory's role in education and public service.

To apply, please send your resume to jobs@mountwashington.org.

Job Type: Part-time; seasonal