

# Museum Store Attendant

**Service Summary:** Museum Store Attendants independently run museum store operations during their shift. This includes welcoming visitors, answering questions about the site, objects and merchandise that are for sale, conducting simple transactions, and opening and closing duties. The museum store is operated by the S'edav Va'aki Museum Foundation (501(c)(3)).

**Supervisor:** S'edav Va'aki Museum Store Chair/Volunteer Program Specialist

## Duties:

- Provide prompt, efficient, and courteous service for SVM guests
- Welcome guests with a smile and a greeting; offer to help and respond according to their reply
- Be prepared to answer questions about the site/people/history and the merchandise for sale; if you don't know the answer, try pointing them to someone/a resource that might know
- Process simple cash/credit card transactions through Square POS System
- Assist with inventory and do daily restocking of merchandise
- Monitor merchandise handling to prevent breakage; carefully display merchandise for visitors and return to display if shown to guests but not purchased
- Tagging merchandise, arranging displays, packing/bagging items securely for sale
- Maintain a clean, tidy, and welcoming space; inform supervisor if systems fail or anything breaks
- Complete the daily opening and closing procedures

## Available Days and Times:

- October-April:
  - Thursday – Monday Mornings/Afternoons
  - Tuesdays for School Groups
  - Extended hours for special events
- May-September:
  - Tuesday – Monday Mornings

## Required Time Commitment:

- Minimum one 4-hour shift once a month
- Preferred regular (bi-monthly or monthly) commitment to day and time slot

## Required Training:

- Orientation
- Archaeology 101
- Museum Store Training
- Cash Handling Training



**Required Skills:**

- Must be responsible, reliable, and punctual
- An outgoing and pleasant attitude
- Cash handling experience
- Flexibility and willingness to learn new skills

**Additional Helpful Skills:**

- Experience or education in history, anthropology, archaeology, and/or teaching
- Familiarity with Square POS System

**Desired Impact on Museum and Visitors:**

- Advance the Museum's mission to be a space where all members of the community feel welcomed and included
- Advance the Museum's mission to be a gateway between past and present cultures
- Increase awareness and appreciation of modern Native art styles and culture
- Visitors have a positive impression of S'edav Va'aki Museum
- Visitors will leave with a tangible reminder of their visit to S'edav Va'aki Museum

**Benefits to Volunteer:**

- Gain an understanding of the purpose and activities of the Museum
- Acquire new skills related to museum operations, customer service, and museum store management
- Learn more about Native tribes, both ancient and modern
- Opportunities to participate in workshops and attend continuing education classes, lectures, exhibit openings, and trips
- Access to researching in the S'edav Va'aki Museum's Research Library
- Opportunities to develop friendships with others who share similar interests
- Free admission to the Museum
- Opportunity to participate in the annual Volunteer Recognition event each spring
- Discount in Museum Store

