



**Museum Retail Associate**  
**Status: Temporary Seasonal Position**

Fort Ticonderoga is currently seeking experienced and friendly Museum Retail Associates to deliver excellent customer service in our Museum Store!

**Primary Purpose of Position**

To maintain a high level of guest service within the Museum Store and other points of sale by delivering knowledgeable and friendly service. Museum Retail Associates serve Fort Ticonderoga's mission by assuming various roles within the Museum Store including generating sales, merchandising, restocking, cashiering and safeguarding inventory.

**Relationships**

- Museum Retail Associate reports to the Museum Guest Services Manager (MGSM)
- Report to the Guest Services Senior Associate in the absence of MGSM
- This person must be willing to work closely with other departments
- Sharing equipment and workspace requires a spirit of positive cooperation with co-workers

**Qualifications**

Retail and/or customer service experience including:

- Superior Customer Service Skills
- Cash Handling

**Skills and Abilities**

- Excellent customer service and communication skills
- Proficiency with relative point of sale software
- Must be able to multi-task, function as part of a close-knit team, and enjoy working with the public

**Responsibilities**

- Ensure that guests receive outstanding service which includes greeting guests, maintaining solid product knowledge and all other aspects of customer service
- Proactively interact with guests in a professional manner
- Aid guests in locating merchandise
- Perform sales transactions in POS system throughout shift. Issue receipts, refunds, credits, and accurate change due to customers
- Be proactive in growing the membership base by providing information about the benefits and value of membership, completing membership sales, and processing member data accurately
- Ensure that cash drawer amounts are correct and that there is adequate change
- Balance monies to daily receipts at the end of the shift without incurring any shortage or overage
- Maintain knowledge of product, its provenance and relationship to the museums exhibitions and mission
- Assist in processing and replenishing merchandise and monitoring floor stock levels as directed by the Museum Guest Services Manager
- Be aware of all Museum events both ongoing and upcoming

- Assist in floor moves, merchandising, display maintenance and housekeeping
- Maintain a professional appearance and demeanor while adhering to the organization's dress code
- Ensure organizational values are being upheld by team
- Resolve customer complaints in a professional and efficient manner, calling upon supervisor when needed
- Participate in inventory and cycle counts
- Maintain each workstation to ensure it is properly operated
- Assist with other duties as directed by Museum Guest Services Manager.

### **Physical Demand**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job.

- Physical requirements include long periods of standing, stooping, kneeling, bending, using stairs, and lifting
- Lifting and transporting of moderately heavy objects such as store furniture, equipment, and boxes, might be required
- The various duties require the ability to work in varied temperatures

### **Safety for Others**

- This employee assists with the safety responsibilities for the Log House
- Museum Retail Associate should understand the safety procedures for all equipment and supplies used
- The individual employee must be aware of potential hazards to visitors at all times and be prepared to provide guidance, assistance and instructions to patrons in the event of an emergency

### **Goals**

- Deliver high quality service and product
- Safe, careful and precise delivery of product and service
- Build strong, positive relationship with everyone you serve
- Be fully present, fully aware, fully available for those you serve
- Be a valuable, positive contributor to the team
- Respond to change and adversity positively and productively
- Proactively initiate positive change
- Wise use of time, money, materials, collections and land
- To serve Fort Ticonderoga's mission in all of your work

### **Schedule**

Able to work a flexible schedule including weekends and occasional evenings

Job Type: Temporary Seasonal

Part-time and Full-time positions available

***Fort Ticonderoga is an Equal Opportunity Employer***

To apply, send letter of interest, resume, and three references to Beth Hill, President and CEO, The Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail [bhill@fort-ticonderoga.org](mailto:bhill@fort-ticonderoga.org). Faxed applications may be sent to 518-585-2210. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit [www.FortTiconderoga.org](http://www.FortTiconderoga.org).