

## **Visitor Services: Museum Store**



**Location:** The State Museum, 300 North Street Harrisburg, PA 17120

### **Opportunity:**

- Provide professional and responsive assistance to visitors, including responding to basic questions and requests about the museum and its facilities
- Assist bagging of merchandise
- To tactfully ensure that visitors follow the store rules
- Provide light security to protect inventory and Museum property
- Assist in light cleaning and maintenance of the store
- Assist with inventory management, helping to tag merchandise and restock when necessary

### **Time Frame:**

- Wednesday-Friday
- 2-4 hour shifts
- Weekday mornings from 10am-2pm
- October – December and March- June
- Occasional evening and weekend events

### **Qualifications:**

- Ability to communicate clearly, concisely and professionally with visitors of all ages and staff
- Excellent customer service skills
- Ability to work in a sometimes hectic environment
- Ability to stand, kneel, pick up and stoop throughout shift
- Must be a registered State Museum Volunteer and complete required background checks

### **How to Apply:**

- Volunteers who are interested in The Museum Store, please contact Volunteer Coordinator Amy Jukus [ajukus@pa.gov](mailto:ajukus@pa.gov) or (717) 346-3307