

JOB DESCRIPTION
YELLOWSTONE HISTORIC CENTER
MUSEUM ATTENDANT

The Museum Attendant position is responsible for duties associated with daily museum operations including specific duties listed below. In addition there may be unspecified duties which may be established by the Museum Supervisor and/or YHC Manager.

PRIMARY FUNCTIONS

- A. Responsible for greeting museum patrons
- B. Assisting museum patrons with local information and directions
- C. Operating the point-of-sale for admissions and gift shop sales
- D. Restocking the gift shop
- E. Performing general museum cleaning and exhibit cleaning
- F. Museum opening and/or closing procedures for the museum
- G. Completing museum documents required as part of the routine day to day operations of the museum
- H. Assisting museum patrons with exhibit interpretation
- I. Providing historical information about Yellowstone National Park, West Yellowstone, and the Union Pacific Railroad as it relates to West Yellowstone and the park (material provided)
- J. Presenting interpretive programs such as the museums daily walking tour of the historic district

QUALIFICATIONS

Education:

- A. High School or G.E.D. desired. Must be at least 16 years of age.
- B. A general knowledge of local area history and geography is preferred

Experience:

- C. Some experience working with the public strongly desired.
- D. Applicant must have good verbal and written communication skills.
- E. Applicant should have 3-6 months experience handling cash and operating a cash register in a customer service environment preferred.
- F. Applicant must be customer service driven & willing to put the YHC's customer first.
- G. Applicant must be able to use a standard computer keyboard and should possess a general knowledge of point-of-sale systems
- H. Applicant should have functional knowledge of office equipment such as printers and electronic credit card account verification systems

General:

- I. Interpersonal skills to work as an integral part of a team
- J. Maturity of judgment and behavior

TERMS OF EMPLOYMENT

The Museum Attendant position is an hourly paid position, beginning no earlier than the second week of May and ending no later than the second week of October. The work hours during the week will be flexible but will not exceed 40 hours per week. Actual hours will be determined based on operational and supervisory requirements. The hourly wage level for this position will be determined based on the applicants experience level and assigned duties.

The Museum Attendant position will report to the Museum Supervisor and YHC Manager.

All employment is subject to budget availability.