



196 Main Street
PO Box 679
Windsor VT 05089
www.americanprecision.org

VISITORS SERVICES ASSISTANT 2017

Organization Profile: The museum is located in the 1846 Robbins & Lawrence Armory, a National Historic Landmark. Exhibits are open daily 10am -5pm from Memorial Day weekend (starting Sat. May 28) through end of October. APM holds the most significant collection of historic American machine tools in the nation. Our mission is to capture the imaginations of young and old with the spirit of innovation, problem solving and design --- as demonstrated through dynamic stories of the machines and the people who form the foundation and the future of manufacturing in America.

Position summary: Seasonal, part-time hourly position, Saturday and Sunday throughout the season, May 20 to October 31, with additional week day and occasional evening work a possibility. Two days of training will take place during the last week in May on weekdays TBD.

Responsibilities: Be a friendly, welcoming, and helpful presence

Reception

Meet and greet visitors
Answer phone, take messages and forward calls to other staff

Admissions and Gift Shop

Handle admissions, discounts, gift shop sales
Use cash register, credit card machine, and complete daily cash-out reports
Keep the shop and reception area attractively arranged
Assist in maintaining inventory data
Process incoming gift shop merchandise

Assist with special projects as needed, such as special events, projects

Desired aptitudes and skills:

Customer service attitude a must
Cash register experience a must
Knowledge of local area a plus
Background or interest in museums/cultural tourism a plus
Computer skills
Willingness to learn about the museum and collections
Teamwork and problem solving approach
Ability to work independently, multi-task, perform basic math, and keep accurate data

Reports to: Visitor Services Manager, Executive Director for non-front desk projects

To apply: By April 1, please send by email a cover letter with a two page resume and three references to Ann Lawless, Executive Director, alawless@americanprecision.org. No phone calls thank you!

The American Precision Museum, Inc. maintains a drug-free workplace and does not discriminate on the basis of race, color, national origin, disability, or age.