



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

VISITORS SERVICES & MUSEUM SHOP MANAGER 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, full-time exempt, 40 hrs./week, starting May 15 - approx. Nov 10

Reception and Admissions

Meet and greet visitors
Answer phone, take messages and forward calls to other staff
Maintain supplies of brochures, handouts in reception area
Maintain Front Desk Handbook of procedures, discounts, local amenities
Record and compile visitor and program data
Handle all admissions, discounts
Cash register, credit card machine daily cash out reports
Coordinate adult and education groups, and assist in leading them

Museum Shop Manager

Responsible for annual budget, purchasing, stocking, inventory, sales, reports
Keep the shop and reception area attractively arranged

Train, Supervise Visitor Services Assistant working weekends

Assist with special projects as needed

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: Executive Director

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.

2017-02-13