



Now Hiring!
Part-time Museum Visitor Experience & Store Associate

The Sailing Museum:

- Preserves a historic building and site steeped in sailing history
- Celebrates the heritage of the sport and honors those who have shaped it over time by showcasing the National Sailing Hall of Fame and the America's Cup Hall of Fame
- Supports area educators through on-site, hands-on STEAM learning experiences
- Provides a first-rate tourist attraction that will add value to the Newport landscape
- Builds community through cross-generational partnerships, work, and volunteer opportunities
- Supports peer organizations in a common goal to grow sailing

Description

The Sailing Museum is seeking a Museum Visitor Experience & Store Associate for a part-time position. Part-time Associates will work up to 24 hours/week, flexibility will be appreciated. One weekend day may be required. Working hours are 9:30AM to 5:30PM, with full or half day shifts.

- Act as the first point of contact for our visitors, welcoming them to the Museum, answering questions about tickets and memberships, selling tickets and merchandise. Answering questions and creating an exceptional customer experience for each and every guest is key to this position.
- Assist customers in the store, manage transactions on the POS system.
- Help with keeping inventory stocked and updated.
- The Museum is a self-guided experience, though Associates will be trained in each of the interactive exhibits as well as receive information about objects on display so they may assist visitors as needed and be able to answer questions.
- Associates will work in all areas of the Museum. Must be able to navigate stairs and stand for up to an hour at a time with only short periods to sit throughout the day. Associates may rotate to different positions in the Museum throughout the day.
- Perform other duties as needed or assigned.

Requirements

The desirable candidate will possess the following qualifications:

- Familiarity with mobile devices, point of sale systems, retail sales, customer service and inventory are required. Training on our system will be provided.
- Ability to work in a busy environment and multi-task and be able to respond to changing situations as needed.
- Excellent verbal, interpersonal and customer service skills.
- Ability to read and comprehend simple instructions and training guides.
- Follow prescribed safety and health rules, regulations, and practices.
- A knowledge of and enthusiasm of sailing and the Newport area is welcome.
- Prior museum experience is preferred but not required.

To apply, please email a cover letter and resume to jobs@thesailingmuseum.org with the position name in the subject line. Competitive hourly pay.

Physical demands typically associated with the position include but are not limited to light work, lifting, reaching, organizing, and moving inventory. The Sailing Museum provides a welcoming and inclusive environment for visitors, volunteers and staff, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.

The Sailing Museum - 365 Thames Street - Newport RI - 02840

thesailingmuseum.org - (401)-324-5761