



HARBOR HISTORY MUSEUM

Job Posting: Guest Services Assistant Harbor History Museum

About the Museum:

The Harbor History Museum is located on the waterfront in downtown Gig Harbor, Washington. We serve the community through exhibits, programs, and care of community collections. Our mission is to inspire curiosity about local history and cultural traditions as they connect to the world around us. We are home to the Midway Schoolhouse, the FV Shenandoah, and numerous artifacts and images related to the Narrows Bridge.

About the Position:

The Guest Services Assistant serves the Harbor History Museum in many ways, primarily by being friendly and informative at the front desk, assisting with school field trips, and helping with various administrative tasks as required. *First review of applications will be February 3, 2023.*

Candidates in this position will have an aptitude for and experience in:

- Retail sales;
- Customer service;
- Scheduling;
- Working with volunteers;
- Microsoft Office and other business/POS software;
- Organization and filing;
- Assisting with events and public programs

Ideal candidates will possess:

- excellent organizational skills
- a friendly demeanor with staff and visitors
- retail sales experience
- ability to work in a self-directed manner and report on projects as required
- a capacity and desire to continue education within the museum field
- the ability to cheerfully chip in and help with projects and events “for the good of the organization”
- the ability to focus on a project and follow through to completion
- availability for a Wednesday – Saturday work schedule

Roles and Responsibilities:

The Guest Services Assistant will work with the Operations and Education staff to:

1. Cover the Front Desk and Museum Mercantile during open hours.
2. Assist with school program facilitation and outreach.
3. Assist with events and facility rentals as needed.
4. Help maintain cleanliness of the lobby, mercantile, and museum entry.
5. Learn and operate the point-of-sale and scheduling systems.
6. Assist with development and membership mailings as needed.
7. Other duties as assigned.



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Hours: up to 24 hours per week (including event hours)

Pay Rate: \$17.79 per hour with generous sick time and vacation accrual

To apply send cover letter and resume by email (preferred) or USPS to:

Stephanie Lile, Director

director@harborhistorymuseum.org

or

Harbor History Museum

PO Box 744

Gig Harbor, WA 98335

SL 1/25/23

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