

Do you enjoy museums and talking with people from all over the world? Then we are looking for someone like you. We are seeking energetic associates to assist our guests at the Adams Museum and Days of '76 Museum in Deadwood, SD.

SUMMARY OF POSITION: The Visitor Services Associate (VSA) is responsible for providing high quality customer service to visitors of the museums and stores operated at the Adams Museum and Days of '76 Museum.

RESPONSIBILITIES AND DUTIES:

- Provide exceptional customer service
- Provide the first line of information to the customer by greeting, directing, and answering questions regarding our museums
- Open and/or close the museums, following established procedures
- Handle routine sales transactions, including operating point of sale system
- Ensure merchandise is adequately stocked in the retail area
- Promote the benefits and features specific to each of Deadwood History, Inc.'s properties and cross-sell them
- Adhere to the manual, providing historically accurate information

REQUIREMENTS:

Must have exceptional customer service skills and communication skills, be comfortable and enjoy contact with adults of all ages, multi-generational families and children. Other traits necessary for this position are to be: reliable, punctual, personable, and enthusiastic. The position is seasonal; availability during this time is expected.

PHYSICAL REQUIREMENTS:

The duties of this position include standing for long periods of time, sitting, bending, kneeling, climbing stairs and occasionally lifting or moving objects up to 20 pounds. Must be able to see, speak and hear effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and requirements of this position.

PERKS:

- Employee discount in gift shops
- Free and discounted access to Black Hills attractions
- Flexible scheduling
- Access to free parking