



*Where history connects people to place.*

## **Visitor Service Associate**

Woodlawn Visitor Service Associate works under the direction of the Executive Director. As a public-facing role, the associate welcomes visitors with a positive and upbeat personality, introduces them to the museum and gift shop, and shares information about Woodlawn and Ellsworth.

The Visitor Service Associate is part of a dynamic team at a local heritage venue and plays a crucial role in enriching the visitor experience. Learn the story of the Black House Museum and the family who lived there for over 100 years. This position works independently and as such, requires maturity and confidence.

The associate should be comfortable making sales and using technology. This is an hourly (non-Exempt) part time position starting at \$17.00 per hour for a minimum of twenty hours a week for four months. The season is June through September but availability in May and through the fall would be beneficial. Also, there are opportunities to cross train with other departments if you are looking to increase hours.

### **Key Responsibilities:**

- In our gift shop, you will serve as an informed first point of contact for our visitors as you assist with retail sales and tour selection. POS operations experience essential.
- Maintain a friendly environment for welcoming diverse audiences
- Share information about Woodlawn's history, special events, and Ellsworth
- Operations of the museum and gift shop; selling, light cleaning and restocking.
- With training and interest, there will be an opportunity to lead tours.
- Assist with groups, programs, and special events as requested

Please send your resume and a cover letter describing your interest and experience to [director@woodlawnellsworth.org](mailto:director@woodlawnellsworth.org)

Woodlawn, P.O. Box 1478, Ellsworth, ME 04605. AA/EOE. Please no phone calls.

Note: Woodlawn may add to, modify, or change this job description at any time, in consultation with the employee. Woodlawn is an equal opportunity employer. The position requires the ability to lift up to 25 pounds and go up three flights of stairs.