



POSITION DESCRIPTION
Created February 2010
Updated August 2021

Position Title: President's Shop Sales Associate

General Description:

This part-time position is responsible for conducting the daily business of the President's Shop of the Woodrow Wilson Presidential Library & Museum including admissions and merchandise sales. The Sales Associate greets guests and provides orientation to the site and surrounding community of Staunton. Performs other duties as assigned by the President's Shop Manager.

Position Responsibilities:

- Acts as front line staff for greeting and educating the Museum visitor. Greets and welcomes visitors and assists them with information regarding their visit of the Museum and Manse Tour.
- Provides helpful assistance with their purchases in the Shop.
- Manages the Admissions of the guests and coordinates tours with the interpretive staff at the Museum.
- Utilizes Square and manages cash and credit card transactions for admissions and merchandise sales.
- Restocks and straightens merchandise from sales made during the day.
- Dusts during down time
- Balances Daily Sales and Admissions (including Museum admissions). Sends reports and money to the Business Manager.
- Maintains security of the Shop, money, and merchandise.

Requirements

- The ability to work with the public in a professional manner
- Outgoing personality

- Good phone skills
- Experience in retail
- Familiarity with Square
- The capability of working well with others in an exciting and fast-paced environment
- Ability to work independently
- Ability to work a flexible schedule Monday through Sunday
- Weekends a must
- Retail experience a plus