



Museum Store Assistant

Job Posting (part time)

The Museum of African American History was incorporated in 1967 to preserve, conserve, and interpret the contributions of people of African descent and those who have found common cause with them in the struggle for liberty, dignity, and justice for all Americans. Through exhibitions, education projects, public programs, and the display of unique items from our collections, the Museum places the African-American experience in an accurate social, cultural, and historical perspective.

The Museum Store, located on the Beacon Hill campus, provides visitors with an educational continuation of the Museum experience while generating income for the Museum's programs and preservation projects. The Museum Store is open Monday through Saturday, 10 a.m. - 4 p.m.

Responsibilities:

- Interact with the public in a positive and enthusiastic manner
- Complete sales/operate cash register
- Assume responsibility for safeguarding of cash and daily receipts
- Assist with inventory maintenance
- Provide regular reports to Museum Store management
- Answer telephone inquiries
- Maintain store in clean and orderly fashion
- Occasionally work at special sales off-site

Requirements:

Ability to work a flexible schedule including Saturdays
Experience in retail sales
Proven customer service skills
Basic computer skills
An interest in African-American history is preferred

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