



Visitor Services Associate

Posted: August 3, 2021

Closes: Open until filled.

Position: Visitor Services Associate

Hours: Variable – approximately 14-40 hours per month

Reports to: Visitor Experience and Interpretation Coordinator

Pay: \$8.00-10.00 hourly

Start Date: September 2021

About the History Museum

The History Museum at the Castle seeks applicants for a Visitor Services Associate position. The museum is located inside a building on the National Register of Historic Places in downtown Appleton. Approximately 25,000 visitors each year come from throughout the United States and beyond to experience the museum's award-winning exhibitions and programs.

About the Position

- Face-to-face and phone customer service
- Clerical work
- Sales in a museum gift shop setting

The chosen applicant will be someone who believes an exceptional museum experience begins with first impressions and that accuracy in transactions, patience, tact and a sense of humor will make that first impression an exceptional one. Qualifications include retail or clerical experience, ability to implement training, ability to work with minimal supervision, and a commitment to a team approach.

How to Apply

Applicants must complete an application form and answer three questions about their work experiences specific to the job requirements. An application can be found by visiting www.myhistorymuseum.org/careers.html. The position will remain open until it is filled.

Submit the application by email to michelle@myhistorymuseum.org, dropping it off at the front desk, or by mail:

History Museum at the Castle
Attn: Michelle Lokken
330 E. College Ave.
Appleton, WI 54911

Questions

Please contact Visitor Experience and Interpretation Coordinator at michelle@myhistorymuseum.org.