



POSITION: Seasonal Museum & Gift Shop Assistant  
SALARY: \$16 - \$18  
OPENING DATE: August 12, 2022  
JOB TYPE: May - October  
HOURS: 9:30 AM - 4:30 PM, Tuesday, Wednesday and every other weekend  
DEPARTMENT: Community Services

### **Position Overview**

Supports the daily operation of the Portland Head Light Museum and Gift Shop located within Fort Williams Park and provides exceptional visitor services and accurate site information for guests visiting the park.

### **Duties & Responsibilities**

- Open and close the museum and gift shop
- Balance end of the day reports
- Recruit, schedule, and train volunteers
- Fill in at museum and gift shop when necessary
- Demonstrate an understanding of store, programs, and site operations
- Monitor safety and cleanliness in the Gift Shop and Museum as needed
- Additional duties as assigned

### **Qualifications**

- Strong customer service skills required
- Previous experience with retail sales/customer service preferred
- Experience with point-of-sale technology
- Ability to multitask, prioritize, and communicate well

### **Application Process**

Interested applicants should submit a cover letter and completed [application](#) to [Kathy Raftice](#).

Cape Elizabeth Community Services  
343 Ocean House Road  
Cape Elizabeth, ME 04107  
207-799-2868