



## **Weekend Assistant**

This is a part time position at \$16 per hour. Hours are 9:30am-4:30pm Friday, Saturday, and Sunday. Hours are occasionally expanded on these days due to tours or events.

Social Media and Point of Sale retail system experience desired.

Please respond with a cover letter and resume to [klaursen@ojaivalleymuseum.org](mailto:klaursen@ojaivalleymuseum.org)

Tasks include, but are not limited to:

### **Weekend administrator**

- On-site staff person Saturdays and Sundays, responsible for
  - Opening and closing museum
  - In charge in case of any emergency
  - Work Museum admission desk or Visitors Center as needed

### **Membership**

- Coordinate museum membership including database records, dues, individual letters, large mailings, inquiries, etc.

### **Marketing**

- Assist with museum's Social Media accounts
- Update email marketing contact list

### **Museum Store**

- Maintain inventory and re-stock as needed
- Label merchandise
- Train volunteers to use point of sale system

### **General administrative duties**

- Accomplish a number of small tasks on a weekly basis such as stocking the Visitor Center and recording attendance
- Assist with all aspects of coordinating volunteers including recruitment, training and scheduling
- Answer, or route to appropriate person, inquiries from members, Trustees, and visitors, in person, by phone or through email