Weekend Assistant

This is a part time position at $16 per hour. Hours are 10am-4pm Friday, 9:45-4:30 Saturday, and 11:45am-4:30pm Sunday. Hours are occasionally expanded on these days due to tours or events.

Due to COVID-19, the Museum is currently closed. The duties listed below describe when the museum is open. While the Museum is closed to the public a modified list of duties is done in the Museum office.

Social Media and SHOPKEEP Retail System experience desired.

Please respond with a cover letter and resume to NNall@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
  - Staff the museum or Visitor Center as needed

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

Marketing
- Coordinate and post to museum’s Social Media accounts
- Assist with email blasts, press releases and flyers

Museum Store
- Maintain SHOPKEEP point of sales system
- Train others to use SHOPKEEP
- Maintain inventory
- Label merchandise
- Assist with ordering as requested

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