



## VACANCY ANNOUNCEMENT

Position Title: **Admissions and Retail Sales Assistant**

Status: Part-time, hourly

Salary Range: \$12.00-\$12.75

### **Primary Duties:**

The incumbent supports day-to-day operations of the Admissions and the Civil War Store. He/she provides customer service, assists with the stocking of inventory, and operates the POS system.

### **Responsibilities:**

The Admissions and Retail Sales Assistant will:

- Provide high-quality customer service to visitors.
- Perform all aspects of front line museum admission and store operations according to Park standards.
- Accurately unpack, apply pricing stickers, and stock inventory.
- Restock, clean, and straighten displays and work areas as needed.
- Accurately process sales through a computerized POS system.
- Process mail and website orders accurately and in a timely manner.
- Restock the Information Center and brochure distribution rack in the NMCWS.
- Assume responsibility for accurate cash handling.
- Accurately assist visitors with questions about Park events, resources, layout, and history.
- Assist with food service operations as needed.
- Maintain a professional appearance in accordance with Park standards.
- Maintain the ability to verbally communicate effectively using Standard English.
- Possess the ability to work a flexible schedule including evenings, weekends, and holidays as needed.
- Maintain a cordial, cooperative, and professional working relationship with co-workers, supervisors, and the public.
- Demonstrate reliable attendance and punctuality.
- Assist other departments and participate in special events as needed.
- Perform other duties as assigned.

Rating Factors: The successful applicant will possess:

1. Knowledge of the principles of customer service.
2. Minimum of high school diploma (college preferred).
3. Preferred two (2) years experience in retail, or part-time equivalent.
4. Ability to work a flexible schedule including weekends, holidays, and extended hours as necessary.

**How to Apply:**

Applicants should complete the standard Pamplin Historical Park application available on the Park's web site, [www.pamplinpark.org](http://www.pamplinpark.org), or by calling the Park at 804-861-2408. In addition, each applicant should submit a written narrative elaborating on his/her specific qualifications for the position. Narrative statements must not exceed two pages. Submit applications to Pamplin Historical Park, 6125 Boydton Plank Road, Petersburg, VA 23803, Attn: Amanda Jones. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at Pamplin Historical Park at their own expense.

About Pamplin Historical Park: Pamplin Historical Park is located on a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains three museums, features an extensive costumed interpretive program, and preserves the site of a major Civil War battlefield. Pamplin Historical Park, a privately owned 501 (c) (3) non-profit organization, and is a major historical attraction with an ambitious expansion plan. For more information, please visit our website at [www.pamplinpark.org](http://www.pamplinpark.org)