

Old Alabama Town Job Posting
Welcome Center & Museum Store Team Leader
Downtown Montgomery, AL

Job Type:

Typical work schedule: Monday – Friday, 8:30 am – 4:30 pm. Occasional Saturday and/or evening shifts as needed.
\$10-\$12/hour

About Old Alabama Town

Since 1967, Landmarks Foundation has led the historic preservation initiative in Central Alabama, establishing the Old Alabama Town history museum as a premier educational destination. Each year, tens of thousands of visitors from across the state visit the historic village of Old Alabama Town to have fun while gaining a better understanding of life in the 19th and early 20th century. During the 2016 school year, over 35,000 students came through the Old Alabama Town Welcome Center and Museum Store.

Job Summary: Welcome Center & Museum Store Team Leader

This team member is often the first impression visitors have of Landmarks Foundation therefore it is imperative this individual interacts with visitors in a professional and helpful manner. Basic responsibilities include opening and closing of Welcome Center, greeting and informing visitors and processing museum store sales transactions/inventory in an efficient and expeditious manner with little supervision.

Duties & Responsibilities:

- Perform duties independently and with a high degree of accuracy
- Serve as liaison between visitors/the public and other departments
 - Be open, friendly, and approachable to visitors and group tours
- Be knowledgeable about museum store merchandise, tours, programs, and events
- Sell and process tour tickets with QuickBooks POS
- Order, price, stock, and sell museum store merchandise
 - Create and receive purchase orders and invoices
 - Maintain inventory records and controls using QuickBooks POS, Excel
- Promptly answer phone, provide information, and transfer calls as needed
- Supervise and schedule seasonal help as required
- Maintain cleanliness and organization of the museum store

Knowledge, Skills & Abilities

- Knowledge and experience with computers, including cash registers and sales software—preferably QuickBooks POS, and personal computer applications such as email and MS word processing
- Knowledge of basic cash handling procedures
- Possess effective organizational skills and communication skills
- Ability to take initiative and multi-task
- Ability to respond to safety and emergency situations
- Ability to develop effective working relationships and communicate with Manager
- Ability to lift and carry at least 15 pounds
- Ability to stand for extended periods of time while demonstrating physical stamina and agility

Minimum Qualifications:

- Reliable transportation and work history
- High School diploma or equivalent
- Outstanding people skills
- Commendable mathematical and computational abilities

Please send cover letter, resume and references to Holly Beverly:

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