



Paris Gibson Square
MUSEUM OF ART

Paris Gibson Square Museum of Art

Job Opening: Gift Shop/Front Desk Assistant

Part-time: Hourly Non-exempt (\$12.50 per hour)

Hours: 9-5pm 3 days per week Approx. 25 hours per week.

Job Description:

The Gift Shop/Front Desk Assistant This position works directly under the management of the Operations/Gift Shop manager ensuring that the first interaction of visitors to the museum with staff is positive, friendly, and knowledgeable. The Gift Shop Assistant must be energetic with strong customer service skills, highly organized, a multi-tasker, have administrative skills, have creative vision, and interest in the arts.

Gift Shop/Front Desk Assistant responsibilities:

- Work with Operation Manager to insure constant organization of the front desk and gift shop.
- Manage all giftshop transactions (credit card and cash).
- Handles marketing and social media presence for the giftshop.
- Answer the telephone professionally, direct calls to the appropriate department, and/or answer questions, takes detailed messages.
- Take payments and process refunds for art classes, ticketed events, and giftshop sales and membership.
- Solicit membership from Gift Shop patrons by discussing membership opportunities and perks.
- Greet every customer/patron that enters the gift shop/museum with a smile and conscientious demeanor.
- Represents the Square in a professional, positive, and upbeat way in all interactions.
- Assists with maintaining Gift Shop inventory and of items sold in the giftshop under the supervision of the Operations manager.
- Maintain an exciting and clutter free visual aesthetic of the front desk and giftshop retail space.
- Provide stellar customer service.
- Assists with seeking new craft and art vendors, and vet them through the Communications/Giftshop Committee and Operations/Gift Shop Manager.
- Work directly with the Communications/Giftshop Committee.
- Be available for evening and weekend hours for fundraising events.
- Assists Operations Manager with tasks such as mailings, printing and distributing fliers and brochures and other administrative duties assigned.
- Stay educated on the museum exhibitions, classes, and giftshop artists.
- Demonstrate strong communication and writing skills.
- Organize/ keep accurate excel sheets for seasonal class enrollment with all pertinent client information.
- Perform other duties assigned by Department heads and Executive Director.

Experience:

Preferred AA or BA degree or a minimum of 3 years professional experience retail sales, customer service and/or administration. Excel, Microsoft Word, Google calendar proficient.

Compensation:

This is a Part-time, hourly position, \$12.50 per hour and includes vacation and sick leave and Holiday pay.

About the Museum:

The Paris Gibson Square Museum of Art is the leading contemporary art museum in Central Montana. We cultivate public exposure of contemporary art and “outsider” art through dynamic exhibitions, thoughtful collection and preservation, and multi-generational and Special needs educational programming. The Square also serves as a cultural center in a Historical Building.

Our Mission

To inspire and promote contemporary arts through exhibitions, collections, events, and education in a historic setting.

Our Vision

To connect the community with culture and contemporary art.

Our Values

- Respectfully supports diversity, equity, and inclusion where all voices are heard.
- Creates opportunities for diverse guests to make a meaningful connection with the Arts.
- Engages a diverse population by collecting, preserving, exhibiting, and interpreting art.
- Inspires artistic expression and understanding through educational programming.
- Supports contemporary artists by providing opportunities for them to develop, create, and exhibit new work; and
- Preserves a significant historic building.

Application Requirements:

Letter of interest addressing specific interest in the position. Resume and three letters of recommendation.

Please mail application requirements to:

Paris Gibson Square Museum of Art
Attention: Executive Director
1400 1st Ave N.
Great Falls, MT 59401

OR**Email requirements to:**

Sarah@the-square.org