



JOB DESCRIPTION

Title: **Museum Visitor Services Specialist**

Hrs /week, starting wage: **18 hours/week, \$17-\$19/hour**

Seasonal/Part Time, May - October

Museum Visitor Services Specialist (Seasonal)

Purpose: Reporting to the Executive Director, the Museum Visitor Services Specialist will support History Museum operations with duties related to the front desk, sales, and events at the Cook County History Museum.

CCHS Mission Statement: The purpose of the Society shall be the collection, preservation, and dissemination of knowledge about the history of Cook County and to relate it to the history of the State of Minnesota.

Job Responsibilities:

- Welcome visitors to the museum in a warm and engaging manner
- Answer visitor questions and provide referrals as appropriate
- Perform museum opening/closing routines as scheduled
- Process sales and perform common cash handling functions
- Maintain clean and creative gift shop environment
- Assist with museum programs and major historical society events

Required Qualifications

- Strong interest in history
- Excellent customer service skills
- Retail/cash handling experience
- Proven reliability and excellent attendance record
- Proficient in Google software (Gmail, Docs, Sheets, etc)
- Ability to work independently
- Willingness to work weekends or occasional evenings as scheduled
- Commitment to a safe and supportive work environment

Additional Preferred Qualifications

- Education and/or experience in museums, history, tourism, or a related field
- Knowledge of Ojibwe language/history
- Familiarity with Cook County/North Shore regional history
- Familiarity with Square sales software/devices

Applications open until filled. Please send resume and two references to catherine@cookcountyhistory.org or drop off an application at the History Museum in Grand Marais.

Cook County Historical Society
PO Box 1293, 8 South Broadway, Grand Marais, MN 55604
history@boreal.org www.cookcountyhistory.org 218-387-2883