



JOB TITLE: Assistant Manager

FLSA STATUS: Non -Exempt

DEPARTMENT: County Administration

SUMMARY OF JOB PURPOSE

The staff at Wolf Creek Indian Village and Museum are committed to providing friendly, courteous service to the public. All work will be performed in a professional competent manner. The Assistant Manager will serve visitors and providing information regarding the store, the museum and information on the attractions in the Bland County area and any other tasks assigned by the General Manager. This position will work under the direction of the General Manager.

JOB CONTENT

Duties may include but not limited to, the following: Greeting of Museum guests and establishing rapport with patrons and visitors. Assist customers with purchases and enter sales accurately and effectively handle all money transactions counting the cash drawer every morning and at the close of each day in the presence of one other employee, turning the daily deposit in to the General Manager for deposit.

Entertain and answer basic queries pertaining to the services provided by the institution.

Maintains the physical appearance of the gift shop, advise the Manager of low inventory, responsible for Merchandise tracking, maintain the storeroom inventory.

Make a daily log of visitor activity, open communications with village staff in cases of visitors, emergencies, etc. Know the relationship of store merchandise to the history the museum represents.

The Assistant Manager will assist in with answering phone calls and clerical support, special events, working with the General Manager on all consignment issues so as to avoid errors and ensure accuracy. Responsible for the counting of all consignment.

Acts as a Museum and Village guide as needed.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

High school graduate with experience or education in history, arts, and crafts.

Ability to operate basic office equipment to include the cash register.

Knowledge of how to access resources associated with historical study and education such as primary sources, publications, exhibits, and materials.