Museum Store Associate

The Museum Store Associate will enhance the visitor experience by actively welcoming each visitor as they enter the museum, informing them about current museum activities, answering general questions about exhibits and providing direction as needed. The MSA will also assist with transactions in the museum store. This person reports to the Museum Store Manager.

Tasks, Duties and Major Responsibilities:

Greet and make each museum visitor feel welcome. Visitors include members, university students, event attendees, vendors, community groups, K-12 classes and teachers and many others!

Represent the museum to the public in a welcoming, energetic, professional and friendly way.

Manage the traffic flow of large groups, such K-12 & community tours groups.

Process store transactions.

Direct deliveries and vendor traffic to loading dock.

Direct guests to restrooms and elevator.

Encourage and sell Museum Store merchandise to museum visitors.

Encourage and sell the museum memberships, suggest that members get an additional discount on store purchases.

Keep Information Desk and Museum Store Desk neat and orderly.

Required Skills:

Friendly and engaging personality that enjoys interacting with the general public.

Comfortable making simple cash/credit transactions on a cash register (will be trained).

Must be currently enrolled as a student at the University of Tennessee.

Contact

Please contact Lecy Campbell or Stacy Palado to set up an interview.