



Position Title:	Visitor Services Associate
Reports to:	Executive Director
Location:	New Hampshire Boat Museum, 130 Whittier Hwy, Moultonborough, NH
Status:	Seasonal, Part-time 7-28 hrs week / Salary range: \$15-\$17
Application deadline:	May 31
To apply:	Send resume, cover letter and references to director@nhbm.org

Position Summary

Do you enjoy museums and meeting new people? Looking for a few hours of work a week over the summer (July - September)? Want to be a part of a "museum in the making" at the New Hampshire Boat Museum's new location in Moultonborough? Come aboard as one of our Visitor and Retail Associates!

As a Visitor and Retail Associate you'll be one of the first points of contact with visitors.

Seasonal: July - September 2024

Days: Thursday, Friday, Saturday, and Sunday

Occasional evenings

Responsibilities:

- Admission and retail sales processing
- Answer telephone, directs calls and takes complete and accurate messages.
- Communicate information about NHBM, events, programs, etc. to the public
- Opening / closing museum procedures
- Light housekeeping duties
- Other duties as assigned

Qualifications

2-3 years of retail or customer service experience with ability to do basic math for point of sales transactions.

Excellent communication skills to greet and converse with the public as well as on the phone.

This position requires standing, sitting, and climbing stairs. Must be able to lift at least 30 lbs floor to waist.

The New Hampshire Boat Museum

Since 1992, NHBM has been the premier destination for all things boating in New Hampshire. With the addition of its Moultonborough location, NHBM is poised to become a modern hub for educational enrichment and cultural preservation. With engaging programs and exciting activities that blend experiential learning with the importance of safety and responsible boating, NHBM is committed to the stewardship of our lakes and waterways for generations to come. Join us in shaping a brighter future, both on and off the water.

Equal Opportunity Employer

The New Hampshire Boat Museum is an equal opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age or any other characteristic protected by law (referred to as "protected status").