**Positions: Retail Operations Associates**

**Museum Stores, Box Office, and Special Exhibit**

The Friends of the NC Museum of Natural Sciences is looking for part time staff that can work 15-25 hours/week. Museum Operation hours are Tuesdays-Sundays 10:00 am-5:00 pm, some nights and Holidays.

The North Carolina Museum of Natural Sciences in central Raleigh is the state’s most visited museum, and the largest institution of its kind in the Southeastern United States with over a million visitors a year. [www.naturalsciences.org](http://www.naturalsciences.org)

**Candidate Requirements:**

* Prefer experience working in retail or customer service
* Experience with money handling, point of sale, box office, or ticketing system preferred
* Able to work outside of traditional business hours/days, and work a flexible schedule
* Able to organize, manage, and complete multiple projects and tasks simultaneously with accuracy, timeliness, and enthusiasm
* Excellent oral and written communications skills and highly developed organizational skills
* Motivated and enthusiastic, with the ability to independently complete projects while asking for assistance when needed
* Calm and outgoing personality
* Works effectively as a team with Store, Box Office, and Special Exhibit staff
* Must be able to work with families, large groups of all types, and lots of school kids
* Provide exemplary customer service, including the ability to maintain a positive attitude and resolve problems under pressure
* Ability to speak Spanish is very helpful but not required

**The Organization:**

**Friends of North Carolina Museum of Natural Sciences**

**11 W. Jones St**

**Raleigh, NC 27601**

**TO APPLY:**

Send resume and any questions by email to: themuseumstore@naturalsciences.org

**\*no phone calls please\***