Gift Shop Associate (temporary), American Independence Museum, Exeter, NH  
Part-time, 14-21 hours per week, $15/hour

The American Independence Museum seeks an outgoing and self-motivated Gift Shop Associate to oversee museum tour and gift shop operations during the 2022 season.

POSITION SUMMARY
The Gift Shop Associate will be responsible for the oversight and on-site management of all museum operations including, but not limited to, managing volunteer guides, overseeing public tours and managing gift shop operations. Associate will open and close the museum, restock gift shop, handle all tour admissions and gift shop sales, and oversee all tour operations to include self-guided, guided and group tours. The Associate may also be requested to assist with public programs and events that occur during regularly scheduled business hours, and must be available to work at our Independence Festival on July 16, 2022.

Candidates should have a bachelor's degree, with a strong interest in museums and/or history. Candidates should have two years experience working with volunteers. Square Point of Sale knowledge is a plus. The successful candidate will enjoy working on a team, but will also be able to work independently. This temporary position is 14-21 hours per week from May 1 through November 18 only. Rate of pay is $15/hour. Some Saturdays required. Successful candidates must be able to commit to working from May - November, walk between our two historic buildings, ascend and descend stairs, stand for at least 90 minutes at a time, and lift 10 pounds.

To apply, please send resume and cover letter to director@independencemuseum.org. Position open until filled. Equal opportunity employer.

ABOUT THE MUSEUM
Opened to the public in 1991, the American Independence Museum includes the 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. Located in historic downtown Exeter, NH, the museum is committed to inspiring civic engagement in all citizens through inclusive programs, events, exhibits, and tours focused on New Hampshire’s role in the Revolutionary War. The museum's permanent collection includes an original Dunlap Broadside printing of the Declaration of Independence and early drafts of the U.S. Constitution.