



## **VBMA Store Volunteer**

### **Job Overview**

Volunteers within the Museum Store, help to welcome all visitors and members to the Store, and assist them with finding that perfect gift or memento from their visit. Museum Store Volunteers are essential to the everyday operations of the Store. Museum Store Volunteers help generate revenue for the Museum while serving the community. The Museum store is open Tuesday through Sunday from 10:00am-4:30pm.

### **Responsibilities and Duties:**

- Create a welcoming environment for our guests and engage them throughout their visit
- Utilize a computerized cash register system to process transactions
- Assist all age groups in making purchases
- Maintain current knowledge of museum store products
- Be knowledgeable about current exhibitions on view and upcoming events
- Restock merchandise
- Assist in receiving and ticketing merchandise shipments
- Assist in organizing and maintaining the stockroom and storage areas
- Assist in creating displays
- Light housekeeping, dusting and straightening merchandise

### **Qualifications:**

- Friendly demeanor and a willingness to actively engage with all guests
- Responsible and dependable
- Willingness to work as part of a team
- Must be willing to commit to a minimum of one shift of three hours per week
- Museum Membership required

### **Reports to:**

The store volunteers report to the Store manager and the Director of Marketing.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at [delliott@vbmuseum.org](mailto:delliott@vbmuseum.org)