**Gammelgården Museum of Scandia**

**Scandia Butik Assistant Job Description**

**Position Description:** ScandiaButik Assistant

**Reports to:** Executive Director of Gammelgården Museum of Scandia

**Compensation:** $2,880 - Sundays + 2 Training Days (4 hours $20 = $80 x 36 = $2,880)

Employee discount in the Scandia Butik.

The Social Security employers portion and Workman’s Compensation is paid by Gammelgården Museum.

No health or retirement benefits are available.

**Summary**

The Scandia Butik Assistant supports the Butik Manager on Sundays. This position including overseeing the operations of the Scandia Butik one day per week (and/or as needed when other staff or volunteers are unable to be at the museum). This role is essential in creating an inviting atmosphere that enhances customer experience while driving sales and ensuring the Butik’s profitability.

**Key Responsibilities**

**OPERATIONS**

* Oversee the operations of the Scandia Butik. This includes, but is not limited to:
	+ Opening, running, and closing the shop.
	+ Maintaining a high level of shop cleanliness and organization.

**CUSTOMER SERVICE**

* Ensure customers' needs are met, complaints resolved, and service is quick and efficient.

**EVENTS**

* Process reservations for classes and events.
* Sell tickets for Running of the Meatballs.
* Assist with the prize pick-up process for Running of the Meatballs.
* Provide support for annual events on an as-needed basis (e.g., Volunteer Recognition/Member Open House, Vinterfest, Season Opening Day, Midsommardagen, Spelmansstämman, Life Member Event, Vinterlights, Annie’s Jul-theme Coffee Parties, Luciadagen).

**SKILLS NEEDED**

* Minimum of 2 years of retail management experience.
* Strong customer service skills.
* Strong communication and interpersonal skills.
* Proficient in using Point of Sale (POS) and Inventory Management systems.
* Ability to stand and walk for 3 ½ hour shifts (longer shifts during community events).
* Lift and carry up to 35 pounds.
* Bend, reach, and stretch as required to perform specific duties.
* Ability to work a flexible schedule, including weekends.

**HOURS**

During April or early-May, there is a two-day training program.

The work schedule is May through December from 12:30-4:30 on Sundays. Additional hours (paid hourly) may be available when Butik staff or volunteers are unable to work and/or when there are major events.

**ANNUAL REVIEW**

Annual review with the Executive Director.