

## **Visitor Services Associate**

Goodhue County Historical Society  
1166 Oak Street  
Red Wing, MN 55066

**Position type:** Part-time (7 hours per week from November through April, 14 hours per week from May through October, additional hours as needed)

**Salary:** \$13 per hour, paid bi-weekly

**Benefits:** Paid Time Off (PTO) based on years of service, Holiday Pay

**Position Summary:** Visitor Services Associate provides weekend front desk and clerical support for the Goodhue County History Center. He/she greets museum patrons, tends the gift shop and front desk area, and performs clerical duties. This position will primarily work weekends and provide weekday support on a limited basis.

**Reports to:** Executive Director

### **Major Duties:**

- 1. Provide Visitor Services**—Visitor Services Associate works directly with Museum visitors, and must answer questions, offer information, and provide a friendly atmosphere for the public. Associate keeps attendance records and answers phones.
- 2. Handles Admission and Gift Shop Transactions**—Visitor Services Associate is responsible for handling cash, running the cash register, accepting admission fees, and assisting visitors with Shop purchases. Associate must be able to handle occasional phone transactions as well.
- 3. Clerical Duties**—Visitor Services Associate will assist the Executive Director by preparing membership renewal notices, preparing thank you letters for signature, post updates to website as requested, and other clerical duties as assigned.
- 4. Other duties**—Visitor Services Associate must be able to adapt to provide support where needed and directed including but not limited to assisting with tours, providing research library support, or event/program support. Support for weekday hours or special events may be requested, with notice, throughout the year. Executive Director may assign special projects to Associate from time to time to meet the needs of the GCHS.

### **General Requirements**

- Must be able to lift 10 lbs. or more on occasion.
- Must be able to stand or sit for long periods of time.
- Must have an outgoing personality and be able to interact with people of all ages.
- Should be able to work independently.
- Must be flexible.
- Must be self-motivated.
- Knowledge of Microsoft Office programs particularly Word, Excel, and Publisher are preferred.

- Ability to work a regular weekend schedule is required.
- Ability to pass a background check and pre-employment drug screening.

### **Minimum Qualifications**

- High School diploma or GED
- At least 3 months of experience in front line service or support roles.

### **How to Apply**

Interested applicants may submit a cover letter, resume, and three professional references for consideration by:

#### Mail

Dustin Heckman, Executive Director  
Goodhue County Historical Society  
1166 Oak St.  
Red Wing, MN 55066

#### Email as a PDF

director@goodhistory.org

All materials received by Friday, December 22 at 4 PM CDT will be given first consideration for the position.

The candidate selected to fill this position will be subject to a background check prior to receiving a formal offer and must pass a drug/alcohol screening prior to beginning employment.

The Goodhue County Historical Society is an Equal Opportunity Employer.

### **Organizational Information**

The Goodhue County Historical Society is the first and oldest continuously operating Historical Society in Minnesota. The Society's History Center at 1166 Oak Street is a 28,000 square foot facility situated on park-like bluff lands overlooking historic downtown Red Wing, the boathouse village, and the Mississippi River Valley. The Goodhue County History Center collection encompasses approximately 250,000 historic artifacts including objects, paper documents, clothing, and photographs relating to the Goodhue County area.