

Museum Shop Stock Volunteer

If you love our Museum shop, are passionate about local artists, or enjoy organizing and being active, the position of Museum Shop Stock Volunteer may be a good match for you. This is a behind-the-scenes position that supports the museum shop and on-line shopping.

Qualifications

- Basic understanding of retail stock procedures
- Organized, independent, problem solver
- Careful manipulative skills
- Thorough and consistent documentation skills
- Ability to safely lift up to 25lbs, move boxes, climb ladders
- Computer data entry using a scanner and POS use may be needed

Responsibilities

- Pack/unpack items, document and count items
- Create object labels, pricing and tagging
- Organize items, supplies, and materials
- Dismantle/assemble shelving, fixtures and shipping boxes
- Move product as needed between stockrooms using carts
- Light housekeeping as needed
- Adhere to OH&S guidelines

Rewards

- Increased knowledge and experience in retail industry best practices
- Satisfaction of contributing to the Museum Shop, a fund raising arm of the museum
- Previewing items that will be sold in the Museum Shop
- Volunteer experience will help in three areas of general skills development:
 - *Fundamental Skills (managing information)*
 - *Personal Management Skills (flexibility, adaptability, and time management)*
 - *Teamwork Skills (working with others and contributing to projects & tasks)*

Time Commitment

- One shift per week (minimum 4 hours) for 6 months
- Weekly shift to take place on Wednesdays, Thursdays or Fridays, between 10am and 4pm