



MOUNT WASHINGTON[®]

OBSERVATORY

Position: Summit Museum and Retail Attendant

Reports To: XMW Museum Operations and Retail Manager

Updated: February 2024

Supervises: Museum Docents

Job Description

Help support the mission of Mount Washington Observatory[®] (MWOBS) and experience the Home of the World's Worst Weather™ for yourself!

We are seeking a friendly, outgoing and self-motivated individual for the position of Museum Attendant at our Extreme Mount Washington[®] Museum (XMW) located on the summit of Mount Washington in the Sherman Adams building of the Mount Washington State Park. This is a full time seasonal positions that run from mid-May through mid-October.

Compensation for the Summit Museum/Retail Attendant is \$17 per hour. The schedule for the position mirrors the shifts of our observers, one week on the summit and one week off, Wednesday to Wednesday. While on shift you have the opportunity to stay overnight on the summit for the week. Meals and sleeping arrangements will be provided for the duration of time on the summit. Transportation to the summit will be provided by other MWOBS staff on shift change Wednesdays.

Qualifications and Skills

- Experience with retail sales, cash register operations, working with the public and point of sale systems, specifically Shopify, is a plus
- Familiarity with web browsing and Microsoft Office applications desired
- Basic knowledge of Mount Washington and local area helpful

Responsibilities and Duties

- Welcoming visitors to XMW and collecting admission fees (when appropriate) from those who enter the exhibit area
- Encouraging and processing sales of educational, MWOBS, and mountain-related items. The Summit Museum Attendant will work with the Retail Manager regarding tracking of inventory, ordering, receiving and storage of merchandise, and maintaining attractive and effective display of items as directed. The Summit Museum Attendant will be responsible for basic daily record keeping related to sales and XMW admission activity, including cash register closing.
- Serving as a representative of the MWOBS to visitors: MWOBS members and non-members alike. The Summit Museum Attendant will encourage and process new memberships.
- Providing basic visitor information to museum visitors about the mountain and especially about MWOBS. Attention to accuracy and an orientation toward serving the public are essential.

- Basic custodial chores for the exhibit, sales, and storage areas of the museum, on a daily basis or otherwise as needed; oversight and occasional basic repair of museum physical plant items, exhibits, and other equipment
- Training and supervision of MWOBS volunteers in basic museum procedures.
- Working productively and in a clear manner of cooperation with other MWOBS staff, interns, trustees, and volunteers, as well as with employees and representatives of the New Hampshire Division of Parks and Recreation, for the efficient and effective operation of XMW and of MWOBS as an organization, and for the maintenance and enhancement of a smooth partnership with Mount Washington State Park.
- As a staff member of MWOBS, the Summit Museum Attendant will serve as a representative of the MWOBS, and may perform other tasks, on-site or off-site, related to MWOBS in general and especially to XMW, and will work with other staff members, interns, trustees, and volunteers in advancing MWOBS's role in education and public service.

To apply, please send your resume to jobs@mountwashington.org.

Job Type: Full-time; seasonal