



# AIR FORCE MUSEUM FOUNDATION, INC.

## MUSEUM STORE SALES ASSOCIATE POSITION OPENING

The Air Force Museum Foundation, Inc. seeks part-time Museum Store Sales Associates.

### **Position Description:**

The purpose of this position is to serve customers visiting the Museum Store at the National Museum of the United States Air Force. The Air Force Museum Foundation, Inc. is a non-profit, tax-exempt organization incorporated in the State of Ohio. This position works under the general supervision of the Manager, Retail and Assistant Retail Store Managers.

### **Responsibilities:**

#### **Funds Control**

- Responsible for the integrity and control of all funds entrusted to his/her care.
- Operate cash register(s) efficiently, and make change accurately.
- Responsible for the balance between the register journal and funds on hand.
- Prepare charge vouchers IAW instructions, secure necessary signatures, and deposit charge slips in register.
- Clerks requiring change must see a supervisor and count the exchange of funds before returning to their registers.
- Clear own register at end of duty day in accordance with established procedures.

#### **Customer Service**

- Be pleasant and courteous to customers.
- Give expeditious service.
- Take mail orders by phone and/or in person as required.
- Be able to work in extremely difficult situations (example: large numbers of visitors demanding service all at once).
- Assist in completing application forms in the "Friends" program so that new/renewing donors may be immediately eligible for donor benefits.

#### **Inventory Management**

- Possess knowledge of stock levels and supplies in order to expedite replenishment in short time.
- Restock and clean shelves as necessary.
- Keep showcases and displays clean, attractive, and orderly.





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- Maintain surveillance of customers to minimize theft and/or unauthorized removal of merchandise.
- Perform daily, monthly, annual, and/or special inventories, as required.
- Makes recommendations for reordering to the supervisor.
- Other duties as assigned.

### **Qualifications:**

- Approachable and outgoing demeanor
- Excellent verbal communication skills
- Honest and reliable
- Customer-focused; service-oriented
- Team player
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation requires that all employees provide COVID-19 vaccine verification/or have an AFMF approved medical or religious accommodation, as a condition of employment.
- The National Museum of the USAF is open seven (7) days a week from 9:00 am – 5:00 pm. Candidate must be able to work to meet those needs. Evening hours may be required to support special activities/events.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

### **AFMF Vision:**

Honoring every Airmen's story with a permanent home to inspire future generations.

### **AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.





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### **AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

- Passion – Performing our roles with purpose, pride, and a positive attitude
- Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment
- Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures
- Respect – Committed to an inclusive and collaborative work environment

### **About the Air Force Museum Foundation, Inc.:**

The Air Force Museum Foundation was founded in 1960 as the philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the United States Air Force™ (NMUSAF), located at Wright-Patterson Air Force Base near Dayton, Ohio. In addition to funding capital construction and facility improvements, the Foundation provides annual funding to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

Since its inception, the AFMF has gifted \$87.3M (approximately \$140M in today's dollars) to the U.S. Air Force for capital construction, including \$40.8M for the recent successful fourth building capital campaign. The fourth building opened to the public in June 2016.

The AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit. The AFMF also funds monthly Family Days, the Living History Series, and the "D-Day: Freedom from Above" temporary augmented reality exhibit. The Air Force Museum Foundation gifted over \$2M for events and programs in the past five years.

Find more information at <http://www.afmuseum.com/>

### **About the National Museum of the United States Air Force:**

The National Museum of the USAF is located at Wright-Patterson Air Force Base near Dayton, Ohio, and is the service's national institution for preserving and presenting the Air Force story. Each year more than one million onsite visitors learn about the mission, history and evolving capabilities of America's Air Force.

The museum is the world's largest military aviation museum featuring more than 360 aerospace vehicles and missiles on display amid more than 17 acres of indoor exhibit space.





## AIR FORCE MUSEUM FOUNDATION, INC.

Thousands of personal artifacts, photographs and documents further highlight the people and events that comprise the Air Force storyline, from the beginnings of military flight to today's war on terrorism.

Find more information at <http://www.nationalmuseum.af.mil/>

**Contact Us:**

Please email Ms. Sarah Shatzkin at [hire@afmuseum.com](mailto:hire@afmuseum.com) with your resume or application, and any other relevant information (cover letter, references, etc.) if interested in applying.

