



# AIR FORCE MUSEUM FOUNDATION, INC.

## MUSEUM STORE SALES ASSOCIATE POSITION OPENING

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

### **Introduction**

The Air Force Museum Foundation (AFMF) is a 501c3 corporation that raises philanthropic support to assist in the development and expansion of the facilities of the National Museum of the U.S. Air Force™ (NMUSAF), and provides annual funding to the Museum for special projects, exhibits, museum programs and special events, volunteer support, and promotional efforts. The NMUSAF is the world's oldest and largest military aviation museum. The main museum complex, comprised of 1,000,000 square feet under roof, is open to the public.

The AFMF was founded in 1960. The AFMF mission is to raise funds and awareness in support of the National Museum of the United States Air Force mission. To date the AFMF has raised philanthropic support from donors to fund 94% of all capital construction costs for the main museum complex.

### **Position Description**

The purpose of this position is to serve customers visiting the Museum Store, the Launch Pad Shop 'n Snack, and any additional satellite store(s) 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, Satellite Store Manager, and Assistant Retail Store Managers. This position is non-supervisory, part-time, hourly, non-exempt.

### **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.
- 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.





## AIR FORCE MUSEUM FOUNDATION, INC.

- 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).

### **Compensation**

- **Pay Rate:** \$15.00/hour
- **Benefits:** Employee Assistance Program and 401K Plan with employer match of 100% up to 5% of employee salary

### **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.

### **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

### **Contact Us**

To apply for this position, 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.).

