

Historical Interpreter – Part Time

Job Description

Local non-profit museum is seeking new applicants who wish to teach history to diverse audiences through programming for daily visitors, student groups, scouts, and adult tour groups. Must provide exceptional customer service, work well collaboratively to achieve organizational mission, and be able to generate revenues for organization by selling its products and services to customers. All applicants should have a basic understanding of history and willingness to learn, able to communicate to an audience (from 1 person to 40 people or more), follow instructions (both oral and written), handle multiple priorities, adapt to a changing work environment, and follow established safety guidelines.

All applicants must be able to work flexible schedules (including evenings, weekends, and holidays), work outdoors in varying weather conditions, perform various functions such as standing, walking lifting, seeing in varying light conditions, and wear and care for period clothing worn in accordance with established guidelines. Staff for this position share local cultural and material resources with the public through programs that engage, inform and inspire.

Please apply via Indeed Job Listing [HERE](#).

Gift Shop Associate – Part Time

Job Description

Coastal Heritage Society is hiring part time sales associates for gift shops/admissions stations. Must provide exceptional customer service, work on a team and promote various products required. Prior experience in cash handling and operating a point of sale register required. All applicants must have a willingness to learn, handle multiple priorities, adapt to a changing work environment, and have basic knowledge of the Savannah area. Applicants must be able to work flexible schedules (including weekends and holidays), perform various functions such as standing, walking and lifting items less than 50 pounds.

The position is part time and starting compensation ranges from minimum wage to \$9 per hour (depending on experience). Absolutely no drop-ins or phone calls regarding this position, please.

Job Duties:

- Cash handling
- Processing transactions on POS register
- Assisting customers with selections
- Assisting with retail receiving, pricing, stocking shelves
- Maintaining organized shop displays and work station
- Cleaning gift shop (dust, mop, clean glass and vacuum)
- Working with minimal directions

Please apply via Indeed Job Listing [HERE](#).

Education Specialist – Full Time

Job Description

Job Duties:

Coordinate all educational activities of organization's five museums and outreach programs. Position will include overseeing specific requirements or recommendations for all ages for booked school programs, camps, daily program delivery, outreach, scout programming, etc., as well as collaborating with Savannah Chatham County Public School System, School Principals, Teachers, and other Educators. Experience working with young children (Pre K through 2nd grade) and STEM based learning critical. Firm requirements: Bachelor's degree, certificate in childhood education, 4+ years of classroom experience teaching grades K-6. Responsibilities to include:

- Oversee educational aspects of program development for all of organization's museums, camps & outreach, including developing new ideas for programming
- Observe, evaluate & enhance educational components of existing programming
- Coordinate with Interpretation & Education staff to deliver training for how to work with special needs, educational level needs, etc.
- Work with Social Media Coordinator & museum Operations Supervisor to connect parents, grandparents & caregivers who support our museums with various areas of expertise
- Compose articles for organization's multiple Newsletters in collaboration with Membership & Development Coordinator
- Develop relationships / partnerships with various groups, including Home School Groups, Mom Groups, activity groups, etc.
- Seek opportunities to increase booking educational program delivery at our museums, as well as outreach & traveling field trips, by promoting our program offering
- Maintain the most up-to-date Georgia Educational Standards referenced accurately to our educational programming & incorporate this in our marketing material
- Develop & maintain existing teacher focus groups communication, keeping accurate records for potential grant purposes
- Assist with navigating SCCPSS busing needs with Title 1 field trips
- Facilitate expansion of programming to target teens & tweens
- Coordinate with Membership & Development Coordinator to seek grant opportunities & identify what the grant wants are & how this fits with organizational goals
- Coordinate with HR Director specific training needs involving child need, as well as overseeing record keeping, for Code Adam, Found Child, Mandated Reporter Training (Suspected Child Abuse), Autism Speaks, etc.
- Manage partnerships with other organizations beneficial to enhancing programs
- Deliver programming presentation to assist interpreter & educator teams
- Additional tasks and duties as requested

ABSOLUTELY NO PHONE CALLS OR DROP INS!!!! Only applications submitted through this posting on Indeed will be considered for the position. The pay range for this position is \$36,000-\$40,000 annual salary based on experience. A Bachelors degree, certificate in childhood education, 4+ years of classroom experience teaching grades K-6 are required in order to be considered for this position. Additional benefits, including paid time off, health/dental/vision insurance, 401K, and more, are offered. Flexible work environment, some nights and weekends may be required.

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Retail Buyer – Full Time

Job Description

Job Duties:

Responsible for ordering merchandise, maintaining inventory, keeping financial records, and maintaining overall point-of-sale system for several museum souvenir gift shops.

Requirements: Bachelor's degree and 4+ years of retail buying experience

Responsibilities to Include:

- Manage overall point-of-sale system operations, upgrades, installations, troubleshooting, and scheduling repairs with the appropriate vendor
- Manage and coordinate bi-annual inventory and share reports with Accounting Manager for audit, as well as maintaining accurate on-hand inventory counts
- Be aware of changing trends in retail, as well as for tourism buying, and share information with front line & merchandising supervisor
- Work with merchandising supervisor to seek and stock unique, quality, educational, and locally made gift and souvenir items
- Seek best possible cost of goods pricing to maximize profits
- Monitor sales of specific merchandise items and respond accordingly
- Manage wholesale vendor relationships and buying needs
- Understanding and reconciling vendor invoices and communicating inaccuracies in the bill to vendor to receive corrected invoice
- Oversee retail receiving and purchase orders, enter fees, shipping, tax, discounts, etc., as well as issue pricing stickers
- Complete accurate expense forms for invoices to break expenses out to the shop where inventory is issued
- Manage any phone or online orders, as well as shipment
- Coordinate retail sales goals for front line sales associates through Guest Services Manager and Front line Supervisors and record goals
- Assist Merchandising Supervisor with sourcing and purchasing retail fixtures and equipment, as needed
- Evaluate sales performance to determine which items to discontinue
- Assist with pricing and checking in new merchandise, as needed
- Coordinate with event staff to make retail purchases that support the programming of annual special events
- Additional sales opportunities offsite or at special events
- Manage use of mobile point-of-sale device
- Coordinate with Accounting Manager and COO to maintain PCI Compliance
- Manage ordering and on-hand inventory of departmental uniforms
- Manage several vendor contracts, as well as centralized buying for office supplies, janitorial supplies, etc. for the organization
- Coordinate with front line supervisors to expand food and convenience offerings for sale in shops and vending stations
- Additional tasks and duties as requested

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