



SPRINGFIELD MUSEUMS™
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TEMPORARY MUSEUM STORE CLERK

The Springfield Museums is looking for a temporary, part-time store clerk for The Hamner Museum Store. The position will last from June 2026-September 2026. The candidate will be required to work weekend shifts. Delivering excellent Customer Service and sales goals and assisting in the day-to-day operations of the Museum Store are the main responsibilities for this role. In the absence of the Museum Store Manager, is responsible for opening and closing the store.

Essential functions of the position include but are not limited to the following:

Duties and Responsibilities:

- In the absence of the Museum Store Manager, open the store at the start of the day, ensuring registers are operational and the drawers are stocked with an appropriate amount of change and bills. At the end of the day reconcile sales with cash register receipts, cash, check and charge slips.
- In the absence of the Museum Store Manager, is responsible for supervising the Museum Store staff. Provide directions as to what duties are to be completed. Contact the Director of Human Resources or the Payroll Supervisor if a problem arises and assistance is required.
- Operate the cash registers performing such functions as sales, returns, etc. s ring sales,
- Ensure service is quick and efficient, customer needs are met, complaints are resolved, and outstanding customer service is consistently provided.
- Develop a thorough knowledge of retail software. Assist in training new staff.
- Receive merchandise. Compare the shipping sheet against the P.O. form to ensure all merchandise has been received. Inspect deliveries for shipping errors, product imperfections and damaged merchandise. Inform the Manager of all issues. Complete the Delivery Processing form and act on those requiring follow-up.
- Ensure that the Museums Store is well maintained, the shelves are stocked, and the store appears clean, attractive, and inviting.
- Make suggestions regarding merchandise display and space utilization. As directed by the Museum Store Manager, assist in product display.
- Assist in bi-annual inventory, circular inventories, and counts as requested.
- Seek assistance from the maintenance and security departments when needed, i.e., high volume days, special events and openings.

Qualifications include, but are not necessarily limited to:

- High School Diploma or equivalent
- Exceptional Customer Service
- Knowledge of POS system
- Ability to lift to 25 lbs.

Individuals who are interested in applying for this position should submit their resume and cover letter by May 26, 2026, to Bryan Ruffy at bruffy@springfieldmuseums.org, Museums Store Manager.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals. If you feel you have the skills necessary for this job but do not have the specified qualifications, please apply and tell us about yourself.