



Position Announcement

Museum Shop Associate

Posting Date: 12/2019 – 1/2020

Closing Date: Until Filled

Hours: 10-20 hours/week

Rate: \$10 per hour

The Pabst Mansion has immediate openings for Museum Shop Associates to work in the gift shop and welcome visitors to the museum. This is part-time position which requires a high level of customer service and visitor interaction. You are the first and last point of contact for everyone visiting the Pabst Mansion - therefore, an outgoing, happy and friendly disposition is required!

An ideal candidate will be available for flexible scheduling. Candidates must have availability on Saturdays, Sundays, some evenings, and around holidays. The Mansion and gift shop are open 10:00 am – 4:00 pm Monday - Saturday and 12:00 pm – 4:00 pm Sunday.

Duties and Responsibilities:

- Open and close the gift shop.
- Open and close the Mansion.
- Greet and assist all visitors with admissions and gift shop purchases.
- Respond to visitor needs and be able to handle emergencies.
- Stock and re-stock the gift shop, price and label merchandise, count incoming merchandise and report counts, keep the gift shop clean and organized.
- Process memberships and provide information about memberships.
- Conduct tours of the house to accurately convey the story of the Pabst Mansion.
- Accurately conduct all transactions on Square POS.
- Disseminate/report information to appropriate full-time staff people.
- Check the website for online pre-sales; note them for tour capacity.
- Visitor data processing.
- Work special events and rentals.
- Assist in set-up and take-down of special displays and events.

Desired skills:

- Excellent communication, organization and planning skills.
- Comfort with public speaking.
- Confront unexpected situations in a tactful manner.
- Present a pleasant, enthusiastic and supportive personality.
- Be an ambassador of the Pabst Mansion and our mission.

Please send a cover letter and resume to Dana Hansen, Event and Gift Shop Manager, to the address below or via email: dana@pabstmansion.com. Applications will be accepted until the positions are filled.

About the Pabst Mansion

Located in Milwaukee, Wisconsin, the Pabst Mansion was completed in 1892 for beer baron Captain Frederick Pabst, then President of the Pabst Brewing Company, and his wife Maria. After their deaths, the Mansion was sold in 1908 to the Milwaukee Roman Catholic Archdiocese and became the residence and headquarters for five archbishops and their staff until 1975. After a three-year crusade for its preservation, the Mansion was spared from demolition and has gone on to become an award-winning house museum. Open to the public since 1978, the Pabst Mansion is an icon of Milwaukee history and is a downtown tourist destination for thousands of visitors annually.

Captain Frederick Pabst Mansion, Inc.

2000 West Wisconsin Avenue · Milwaukee, Wisconsin · 53233