

PENOBSCOT MARINE MUSEUM

Penobscot Marine Museum seeks an Office Assistant for a 20 hour a week year-round position. The position is primarily weekdays, but with occasional evenings and weekends required.

Responsibilities:

- Serve as the first point of contact for callers and Museum Office visitors.
- Answer phones, direct calls, and take and deliver messages.
- Provide general Museum information to the public.
- Maintain the Museum voicemail system and manage the general voicemail box.
- Attend weekly staff meetings and take minutes.
- Go to the post office daily.
- Bring deposits to the bank and get change for the Museum Store as needed.
- Complete projects throughout the Museum that require assistance word processing, filing, copying, scanning, and maintaining records.
- Help with large mailings.
- Provide coverage in other Museum departments as necessary.
 - Regularly cover Museum Store staff breaks and serve as a substitute.
 - Attend evening and weekend events and programs, staff off-site shows and expos, and fill in where needed.
- Assist in maintaining a safe and welcoming museum campus.

Qualifications

The ideal candidate will possess:

- strong organizational skills.
- excellent communication skills.
- outstanding customer service and phone etiquette.
- ability to be flexible in assignments.
- attention to detail.
- the ability to solve problems independently.
- the ability to work in a fast-paced team environment and manage several tasks simultaneously.
- reliability and professional appearance.
- proficiency in Microsoft Office Suite.

Compensation

\$12.65 per hour.

To apply, email cover letter, resume and contact information for three references to Sabrina Kettell, External Relations Director, at skettell@pmm-maine.org. Please be sure to indicate which position you are applying for. Applications will be reviewed as they are submitted.