



Job Description

Job Title: Tate Museum Gift Shop Clerk
Reports To: Patti Wood Finkle

Start Date: July 23rd, 2018

Hours: Approx. 10 hours: Open Museum Hours, including Saturdays

Pay: \$8.00

Job Summary & Responsibilities:

Job duties will include, but are not limited to greeting museum guests, answering phones, scheduling tours/parties, running a cash register/computer, talking to visitors, light cleaning, pricing items, and other duties as needed. Customer service experience is a bonus.

Minimum Qualifications:

Applicants must meet at least one of the following criteria to be eligible for hire as a student employee.

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership.

How to Apply:

Contact Patti Wood Finkle for an interview:

Phone: 307-268-3026 Office: Tate Museum 104

Email: pfinkle@caspercollege.edu

After job offer and before you begin work

- Turn in Authorization Form and complete I9 & W4 in Human Resources (GW 402). Bring original documents, Social Security Card and Driver License, with you (copies not accepted). Complete background check via email.