



POSITION: Seasonal Museum & Gift Shop Assistant  
SALARY: \$19 - \$20/hour  
OPENING DATE: March 18, 2025  
JOB TYPE: May - October  
HOURS: 9:30 AM - 4:30 PM, Tuesday, Wednesday, and every other weekend  
DEPARTMENT: Community Services

### **Position Overview**

Support the daily operation of the Portland Head Light Museum and Gift Shop located within Fort Williams Park and provide exceptional visitor services and accurate site information for guests visiting the park.

### **Duties & Responsibilities**

- Open and close the Gift Shop and Museum
- Balance end-of-the-day reports
- Recruit, schedule, and train volunteers
- Fill in at the Gift Shop and Museum when necessary
- Demonstrate an understanding of store, programs, and site operations
- Monitor safety and cleanliness in the Gift Shop and Museum
- Process deliveries, monitor inventory, and stock shelves
- Perform other related duties as required

### **Qualifications**

- Strong customer service skills required
- Previous experience with retail sales/customer service preferred
- Experience with point-of-sale technology
- Ability to multitask, prioritize, and communicate well

### **Application Process**

Interested applicants should submit a cover letter and completed [application](#) to [Kathy Raftice](#).

Cape Elizabeth Community Services  
343 Ocean House Road  
Cape Elizabeth, ME 04107  
207-799-2868