

MUSEUM STORE ASSOCIATE
Alabama Department of Archives and History, Montgomery, Alabama
www.archives.alabama.gov

State of Alabama Personnel Classification(s):

10121 – Clerk

Annual Full-Time Salary Range: \$20,791.20 - \$31,610.40

The Alabama Department of Archives & History (ADAH) seeks a full-time enthusiastic, creative, team-oriented associate for its Museum Store, located inside the ADAH. This position is part of a team in the Communications Section in the ADAH's Administrative Division. At the direction of the ADAH's communications coordinator, the associate will execute the daily operations of the retail store, including assisting customers, managing store inventory, product merchandising, fulfilling and shipping online orders, and supervising volunteers and student workers staffing the store. The associate will also provide occasional support for programs and special events.

Essential Job Duties:

- Execute daily operations of the ADAH's Museum Store, including opening and closing the store, assisting customers with purchases, product merchandising, fulfilling and shipping online orders, and supervising any volunteers and student workers who may staff the store.
- Perform regular tasks related to store operations including:
 - Inventory management, including annual and cycle inventory counts
 - Receive and add new merchandise to inventory and store shelves.
 - Keep stockroom and work areas organized and tidy.
 - Update online store new merchandise and sales (<http://shopalabamaoriginal.com>)
 - Create regular sales, inventory, and deposit reports.
 - Seek and propose new merchandise additions for the store.
- Work with ADAH communications staff to develop and execute a marketing plan for the store.
- Provide occasional support for public programs and special events.
- Other duties as assigned.

Minimum Requirements (Clerk Classification):

- High School diploma or GED certificate
- The ability to lift up to 35 lbs
- A valid driver's license

Preferred Knowledge, Skills, and Abilities:

- Experience in retail sales.
- Ability to interact professionally and appropriately with customers, staff, volunteers, visitors, donors, and other stakeholders.
- Willingness to learn, work within, and improve systems and procedures.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously, and to follow tasks through to completion in a timely manner.
- Strong verbal and written communication skills.
- Working knowledge of Microsoft Office Suite, Adobe Acrobat, and Square for Retail Services

The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21st century. The agency is located within the Capitol Complex in downtown Montgomery, Alabama.

The official state job announcement(s) can be found below.

Clerk - 10121: https://personnel.alabama.gov/Documents/Announcements/100721_A.pdf

Application Procedure:

Submit the following documents via email to Krystle Scott at krystlem.scott@archives.alabama.gov:

- Cover letter (including availability details and salary requirements)
- Completed State of Alabama Application for Clerk 10121 position
(<https://www.personnel.alabama.gov/Downloads/FillinStateApp202104.pdf>)
- Resume
- List of professional references including contact information

Applications will be accepted until the position is filled. Candidates will be selected for interview based on the information submitted. The anticipated hiring date is fall 2024.

Krystle Scott, SHRM-CP
Personnel Officer
Alabama Department of Archives and History
624 Washington Avenue
Montgomery, Alabama, 36130
krystlem.scott@archives.alabama.gov