
Title of Position *	Service & Sales Specialist
Institution *	National WASP WWII Museum
Position Location: City & State *	Sweetwater, TX
Position Closing Date	

About the Institution

Adjacent to a Texas Historical Commission Landmark and a destination on Texas Forts Trail, National WASP WWII Museum at Avenger Field was incorporated by the State of Texas in 2003 and held its grand opening in 2005. A 501(c)(3) nonprofit relying on contributions and dedicated to honoring the legacy of Woman Airforce Service Pilots and inspiring future generations, National WASP WWII Museum hosts an annual Homecoming, welcoming WASP and their families to remember those with whom they served. Home to archives, exhibits and aircraft preserving the story of WASP and those who served at Avenger Field, National WASP WWII Museum tells the story of WASP during WWII and the years after their service in which they continued to seek the veteran status and full military honors due them.

Institution Website Address	http://www.waspmuseum.org
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Summary of Responsibilities	The Service and Sales Specialist conducts the daily operations for the National WASP WWII Museum. The Specialist is responsible for providing superior hospitality and service, and providing a safe, friendly, clean environment. Additionally, the Specialist must work daily to deliver a seamless sales experience to our guests and Members while aggressively maximizing sales, driving incremental revenues and actively soliciting new Members.
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Required Qualifications

- High School diploma required; some college in business, hospitality, operations management, nonprofit management, museums studies or related education field is a plus
- Previous experience (1–2 years) in area of admissions, sales, hospitality, customer service and/or large venue/attractions operations preferred; or a combination of related education and experience
- Previous cash handling experience and operational experience with a POS sales system strongly preferred
- Computer literacy is a must; experience with a database, word processing and communications software is a plus
- Excellent Guest Service skills including conflict–resolution and interfacing with diverse internal and external audiences; and an outgoing, friendly, approachable personality
- Ability to follow direction, remain flexible, maintain composure and communicate effectively and professionally in fast–paced situations or during periods of change

Compensation	Position is part time, hourly. Requires flexible schedule to meet business demands, including evenings, weekends and holidays. Premium wages paid on most holidays.
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Apply at this Website:

Apply with this email:	waspmuseum@yahoo.org
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Special Instructions to Apply:	Please send resume and cover letter to Carol Cain, Associate Director.
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