

Part-Time Job Opportunity – The Julia A. Purnell Museum
Weekend Gallery Attendant
10 hours per week

The Julia A. Purnell Museum is accepting applications for the position of Weekend Gallery Attendant. The gallery attendant greets guests, gives an introduction to the museum, and answers questions about the museum and its programs. Familiarity with Snow Hill and the history of the Eastern Shore is a plus. There are occasional weekend programs, such as on-site festivals and children's events, which require an extra level of interaction with the public.

The gallery attendant handles admissions and gift shop sales using an online cash register system. There are security systems for the museum that require the use of memorized codes.

Honesty and reliability are critical, and the successful candidate must be able to work independently. Some administrative and light cleaning duties are assigned over the weekend. Basic computer literacy is required, including word processing, email, and social media.

Weekend hours are Saturday, 10-4 and Sunday, 1-4 up to a total of 10 hours per week at \$9.00 per hour. The position may be extended after a six-month probation period.

Interested applicants may send cover letter and resume to Dr. Cindy Byrd at cbyrd@purnellmuseum.org.