



JOB DESCRIPTION

POSITION TITLE

Historical Interpreter/Ticket & Gift Shop Attendant

JOB SUMMARY

We are seeking a high energy, passionate, and engaging individual to join our team as a Part-Time Historical Interpreter/Ticket & Gift Shop Attendant. In this dual-role position, you will have the unique opportunity to immerse visitors in the rich history of the Medal of Honor and its recipients while also assisting with merchandise sales and customer service in our gift shop. This position combines education, storytelling, and retail skills to create an enriching experience for our guests.

WORK SCHEDULE

Part-Time

\$15 per hour

About Coolidge National Medal of Honor Heritage Center

The Coolidge National Medal of Honor Heritage Center is a prestigious institution dedicated to honoring the courage and sacrifice of Medal of Honor recipients while educating the public about their extraordinary stories. Located in Chattanooga, TN, the Center provides an immersive and educational experience that celebrates the values of patriotism, citizenship, courage, integrity, commitment, and sacrifice that Medal of Honor recipients represent.

KEY RESPONSIBILITIES

Historical Interpreter

Educational Presentations:

- Conduct guided tours and educational programs for visitors, bringing history to life.
- Share historical knowledge and stories related to the Medal of Honor and its recipients.
- Engage visitors with interactive and informative presentations.
- Engage in our scheduled field trip with our Education Department.
- Conduct research projects that advance the understanding of the Medal of Honor and its recipients.

Visitor Engagement:

- Foster a welcoming and inclusive atmosphere for visitors of all ages.
- Encourage questions and dialogue to enhance the learning experience.
- Adapt presentations to suit the interests and needs of different groups.

Gift Shop Attendant

Merchandise Sales:



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- Assist visitors in selecting and purchasing merchandise from the gift shop.
- Process transactions accurately and efficiently.
- Provide product information and recommendations.

Inventory Management:

- Monitor and maintain gift shop inventory, including restocking shelves.
- Keep track of merchandise levels and report restocking needs.
- Ensure the gift shop is well-organized and visually appealing.

Customer Service:

- Welcome and assist customers with a friendly and helpful attitude.
- Address customer inquiries and provide information about products and exhibits.
- Resolve customer concerns or issues professionally.

Cash Handling:

- Handle cash transactions securely and maintain accurate sales records.
- Follow cash handling procedures and report discrepancies.

Other Duties:

- As assigned.

Qualifications:

- High school diploma or equivalent.
- Passion for history and a desire to share it with others.
- Strong communication and presentation skills.
- Ability to engage and interact with diverse audiences.
- Previous customer service or retail experience is preferred.
- Basic math skills for cash handling and inventory management.
- Flexibility to work a variable schedule, including weekends and holidays.
- Enthusiasm for promoting historical preservation and education.
- Knowledge of the Medal of Honor and its historical significance is a plus.

This part-time position offers a unique opportunity to combine your passion for history with customer service and retail skills. If you are a storyteller at heart, eager to educate and inspire visitors while contributing to the success of our gift shop, we encourage you to apply.

The Coolidge National Medal of Honor Heritage Center is an equal opportunity employer and welcomes applicants from diverse backgrounds.

To apply, please submit your resume and a cover letter outlining your relevant experience, historical interests, and availability to INFO@MOHHC.ORG. We look forward to reviewing your application and exploring the potential for you to join our team.



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