



The Three Affiliated Tribes

Job Description

MHA Interpretive Gift Shop Lead

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: MHA Interpretive Center Director DEPARTMENT: MHA Interpretive Center SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The MHA Interpretive Center Gift Shop Clerk is to conduct and coordinate the day-to-day gift shop operations. The MHA Interpretive Center Gift Shop Clerk will work with the Interpretive Centers Gift Shop Supervisor and share responsibilities including managing gift shop operations, this includes writing reports, employees, maintaining fully stocked inventory and maintaining cleanliness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures all products and displays are merchandised effectively to maximize sales and profitability.
- Delivers unparalleled customer service to each guest that enters the gift shop.
- Performs many functional duties such as keeping a clean work area, dusting display shelves, stocking merchandise, etc.
- Assists with resolving operational deficiencies in areas needing attention to maintain the highest level of operation.
- Price marks each item in inventory.
- Receives payment for merchandise for the amount of sale and makes change accordingly.
- Assists with ordering new and old inventory items.
- Organize plan for the display and presentation of merchandise with consideration to established marketing plan and for effective support of sale
- Display changes in consideration to buying audience and season
- Stock and display merchandise
- Price menu items in collaboration with Coordinator
- Supervises and participates in the monthly inventory of merchandise and stock, keeps track of inventory for use of monthly operating statement
- Maintain sanitation and safety standards in the gift shop area
- Performs related work as required by Coordinator.
- Address customer complaints and/or inquiries
- **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.



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SUPERVISORY REQUIREMENTS:

- Not required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of merchandising techniques, store display and selling methods
- Considerable knowledge of retail management, promotion and marketing methods
- Good knowledge of merchandise buying procedures and product market values
- Excellent organizational skills
- Conflict management abilities
- Ability to maintain gift shop accounting records
- Exceptional interpersonal communication skills and strong customer focus
- Flexibility to work during evenings and weekends
- Working knowledge of Microsoft Office, Word, Powerpoint and Excel
- Ability to multi-task and handle deadlines
- Planning and organizational skills, negotiation skills, problem analysis, decision-making, judgment, customer service orientation, adaptability, and teamwork.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- One (1) experience **REQUIRED** in the related field **PREFERRED**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
Valid Driver's License **REQUIRED**

WORKING CONDITIONS:

- Gift Shop of the MHA Interpretive Center, unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.



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- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____