

Location: Buffalo Niagara Heritage Village
3755 Tonawanda Creek Road
Amherst, NY 14228

Position: Seasonal Village Shop Keeper

Hours: Seasonal Part Time (May 1- October 30)

Description:

Buffalo Niagara Heritage Village (BNHV) is seeking a personable and energetic individual to serve as a part-time Seasonal Village Shop Keeper for the 2021 season. This person engages with visitors, answers questions about our artisan-made items and Farmer's Market products, and ensures the Village Store functions smoothly.

The successful candidate will be able to work independently and make sales goals. They must have excellent communication skills and familiarity with retail operations. This position reports to the Director of Operations.

Key Duties

- Manage sales in the Village Store, including artisan-made items, Farmstead products, and concessions.
- Handle visitor inquiries as needed.
- With the Director of Operations, assist with inventory and reordering of merchandise.

Hours and Schedule:

Part time.

Hours are primarily Saturdays, 10:00 a.m.- 4:00 p.m., as well as additional hours for Community Events, programs, and special tours.

Experience:

- Customer service in cultural institutions, retail, or equivalent.
- Knowledgeable of basic cash handling, retail, accounting, and reporting procedures.
- Comfortable interacting with the public.

While all applicants who are interested in and willing to learn new skills will be considered, we encourage individuals with prior cashiering or retail experience to apply.

To Apply

Please submit a resume and cover letter to dreynolds@bnhv.org by April 17th, 2021. In your cover letter, please explain why you are interested in working at BNHV and explain any prior experience or relevant skills.