



POSITION DESCRIPTION: GIFT SHOP ASSOCIATE

Position Type: Part Time, Weekends

Reports to: Gift Shop Manager

Location: Mitchell Park Horticultural Conservatory (Milwaukee, WI)

About Us: As a private nonprofit, Friends of the Domes has been supporting the Mitchell Park Horticultural Conservatory (the Domes) since 1989. We provide educational and enrichment activities that ensure every visitor departs feeling a connection to nature. Major initiatives include educational programming including management of the Domes Ed Center; membership and volunteer recruitment and management; management of the Domes gift shop; fundraising and marketing efforts that benefit the mission of the Domes.

Essential Duties and Responsibilities:

- Represent Friends of the Domes to visitors of the Domes;
- Greet and welcome customers;
- Provide friendly, professional customer service;
- Process memberships;
- Stock items.

Compensation: \$10-\$12 per hour

Commitment to Diversity: The Friends of the Domes is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Friends of the Domes does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

To apply:

Email Mary Philipp, Gift Shop Manager
MaryPhilipp.fod@milwaukeedomes.org