



Position Announcement

Museum Assistant

Posting Date: 4/18/2023

Closing Date: Until Filled

Hours: 10-15 hours/week

Rate: Hourly starts at \$15 per hour

The Pabst Mansion has immediate openings for Museum Assistants to help manage operational activities at the museum's historic facility. Training is paid and schedule of training is flexible. Hours will vary. Ideal candidate will be available for flexible scheduling. Ideally candidates will be available Saturdays or Sundays, and some evenings.

Duties and Responsibilities:

- Open/close/operate the museum's facilities including the museum shop
- Able to give all types of tours, including tours for the general public, scout troops and school groups
- Work with outside vendors for evening/special events
- Respond to visitor needs and be able to handle emergencies
- Provide information on other places to visit, restaurants and Milwaukee tourist related questions
- Assist with pricing and stocking merchandise in the gift shop
- Restock gift shop and report on low inventory
- Open memberships
- Produce admission stickers and paper-based materials (Capt. Pabst letters, self-guide brochures, inserts etc.) for guests
- Conduct transactions on Square; count down the cash drawer and make change
- Keep visitor areas clean and restock restrooms and kitchen as necessary
- Disseminate/report information to appropriate full-time staff person
- Check the website for online pre-sales; note them for tour capacity
- Visitor data processing – track zip codes
- Work special events and rentals
- Assist in set-up and take-down on the *Christmas at the Pabst Mansion* display

Desired skills:

- Excellent communication, organization and planning skills
- Confront unexpected situations in a tactful manner
- Present a pleasant, enthusiastic and supportive personality
- Be an ambassador of the Pabst Mansion and our mission

Please send a cover letter and resume to Brittany Williams, Visitor Services Manager at the address below or via email: brittany@pabstmansion.com. Applications will be accepted until the positions are filled.

About the Pabst Mansion

Located in Milwaukee, Wisconsin, the Pabst Mansion was completed in 1892 for beer baron Captain Frederick Pabst, then President of the Pabst Brewing Company, and his wife Maria. After their deaths, the Mansion was sold in 1908 to the Milwaukee Roman Catholic Archdiocese and became the residence and headquarters for five archbishops and their staff until 1975. After a three-year crusade for its preservation, the Mansion was spared from demolition and has gone on to become an award-winning house museum. Open to the public since 1978, the Pabst Mansion is an icon of Milwaukee history and is a downtown tourist destination for thousands of visitors annually.

Pabst Mansion, Inc.

2000 West Wisconsin Avenue · Milwaukee, Wisconsin · 53233