

City & Borough of Wrangell

Position Description

Position: Nolan Center Lead Attendant	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Nolan Center Director	Salary Grade: 6

Summary

Assists the Facility Manager with the day to day operations of the theater, museum, gift shop, visitor center, civic events, and special projects.

Distinguishing Career Features

This is a temporary, part time position. This is a lead position working in the theater and/or gift shop to attend and supervise these areas. Must be knowledgeable about Wrangell, personable and welcoming to visitors. The position is tasked with keeping the Nolan Center functioning smoothly throughout for a variety of different events and uses that take place at the facility. The Lead Attendant must be versatile and ready to assist at many different types of tasks including but not limited to theater scheduling/ordering and event preparation.

Essential Duties and Responsibilities

- Assists the Facility Manager in supervising all aspects of the theater including set-up, ordering, bookkeeping and concessions.
- Assists in gift shop operations. Operates cash register. Writes receipts and keeps administrative records as required. Restocks and cleans as required. Takes inventory according to established procedures.
- Answers visitor questions, including general and historical questions about Wrangell. May also research information for visitors. Answers phone and provides information as necessary.
- Assist with functions, room set-up, audio / video set up, meal prep, dishes, laundry. Room and facility cleaning.
- Works in the visitor center, and special projects. Responds visitor inquiries.
- Performs other related duties as assigned. Works cooperatively with other employees and the public. Responsible for making visits to museum pleasant and memorable.

Qualifications

▪ Knowledge and Skills

- Requires good working knowledge of Wrangell area in general, a more detailed knowledge of Wrangell history, and general knowledge of Alaskan history. In the absence of the above qualifications, requires self-motivation to learn necessary details of the area history in order to provide visitor information. Previous sales experience desirable.
- Requires a high degree of motivation, ability to prioritize work and assume general administrative responsibilities. Must be able to work independently, to be on time, and to be dependable.
- Requires excellent interpersonal skills, and the ability to communicate effectively with persons of diverse backgrounds.
- Requires an ability to tolerate noise, daily stressful conditions, and to be able to work in crowded conditions.

- **Abilities**

Cash register and computer experience is needed. Catering experience is helpful. Must be able to work flexible hours both day or night and weekends if needed.
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- **Physical Abilities**

Ability to lift and carry 40 pounds. Requires ability to stand for long periods of time, ability to read documents carefully, and fine motor skill to work a register and computer.

- **Education and Experience**

High school diploma or GED equivalent.
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- **Licenses and Certificates**

Because this position involves handling money and responsibility for the museum's collection, a background check is required.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.