

<b>Job Title</b>	Sales Associate
<b>Reports To</b>	Director of Operations
<b>Status</b>	Part time on weekdays
<b>Starting Pay</b>	\$17.50 per hour



### Job Summary

Sales Associates are important members of our team who work with the public at our Visitor Center in Portsmouth, NH, which houses our maritime museum and gift shop. Sales Associates will help foster and encourage Albacore Park's community presence. This position is considered seasonal as we are closed to the public from mid-December through mid-February.

### Duties and Responsibilities

Friendly engagement with all types of visitors from all over the world;  
 Providing safety meetings to visitors before they enter the submarine;  
 Opening and/or closing the submarine and/or Visitor Center;  
 Ringing up ticket sales and gift shop sales within our Visitor's Center;  
 Answering the phone and providing accurate information to callers;  
 Assisting with setting up and taking down chairs, tables, and tents for events;  
 Tidying and restocking all areas of the Visitor Center;  
 Maintaining cleanliness inside and around the submarine;  
 Various other duties as needed.

### Qualifications

Ability to multitask and handle a cash register.  
 Be personable with stellar customer service skills.  
 Be organized, self-motivated and reliable.  
 Have general computer skills and excellent phone etiquette.  
 Must be comfortable inside a 206' submarine;  
 A willingness to learn about maritime history.

## Physical Requirements

Able to lift 25 pounds;

Able to stand for long periods of time indoors or outdoors;

Able to lift legs over 17 inches to climb through submarine door hatches.

## Requirements of all Albacore Park Staff

Albacore Park is an equal opportunity employer committed to a diverse and inclusive workplace. All employees are expected to conduct museum-related activities in accordance with our organization's mission, as well as with applicable local, state, and federal laws.

## About Albacore Park

Albacore Park is a non-profit organization, operating under the Portsmouth Submarine & Maritime Association, whose mission is to honor, interpret and educate about the USS *Albacore*, the maritime heritage of the New England Seacoast region, and the U.S. submarine service.

## How to apply

Please email a cover letter and resume to [jafienko@ussalbacore.org](mailto:jafienko@ussalbacore.org). Include "Sales Associate" in the subject line. No phone calls or in-person visits please.