**Kankakee County Historical Society**

**Holiday Helpers**

**Job Description**

***Summary***

Holiday Helpers are responsible for museum bookstore sales, regular museum operations, and tours of the outbuildings and/or inside the main museum. Tours can happen at any time if a visitor requests it or if it is scheduled for large groups in advance. Holiday Helpers will be responsible for light cleaning and assisting with special events December through early January.

***Holiday Helpers Tasks and Responsibilities***

* Knowledge of opening and closing the Kankakee County Museum Campus and the French Heritage Museum (both located in Kankakee, IL)
* Assist the Deputy Director and Executive Director in daily tasks plus special event responsibilities.
* Assist with light cleaning throughout the season (December).
* Assist with holiday “tear down” in early January at both museums.
* Ensure the bookstore is stocked and ready for the day.
* Additional tasks might include greeting visitors at the door or on the phone with proper etiquette.

***Holiday Helpers Skills***

* Project management and organizational skills.
* Ability to multitask.
* Ability to lift up to 50lbs.
* Familiarity with credit card systems.
* Basic math skills required.
* General cashiering.
* Resourcefulness, quick problem-solving abilities, and strong collaboration skills.
* Excellent written and verbal communication skills.

***Holiday Helpers Hours***

Interested candidates must be available on Saturdays and Sundays in December. Hours may vary between 8am and 7:30pm on those dates. Additional hours may be available based on museum needs. Total hours will average 10 to 15 hours per week.

**Benefits:**

* Pay rate - $15.00 per hour
* 2 Positions open until filled

**Interested applicants can please send resumes to** Veronica Featherston at [veronicafeatherston.k3museum@gmail.com](mailto:veronicafeatherston.k3museum@gmail.com) or stop in to apply.