



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

RAFFLE TICKETING REPRESENTATIVE

REFERENCE JOB#: W0100

OPEN: January 24, 2013

CLOSES: When Filled

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| HIRE STATUS: | <u>Temporary – Through Sept 8th, 2013</u> | DEPARTMENT: | <u>Development</u> |
| FTE STATUS: | <u>Limited Part - Time</u> | DRIVING CLASS: | <u>Required</u> |
| COMPENSATION: | <u>\$11.50/hr</u> | SUPERVISES: | <u>No Direct Reports</u> |
| REPORTS TO: | <u>Chief Development Officer</u> | | |

America's Car Museum is an Equal Opportunity Employer

GENERAL SUMMARY:

The Raffle Ticketing Representative will represent America's Car Museum at events, both on and off-site, for the purposes of promoting America's Car Museum, it's Raffle Sponsor, and selling raffle tickets. This position is a temporary part-time position and is projected to last through September 8th, 2013. Responsibilities include: Selling Raffle Tickets; Handling, collecting, and securing cash; Driving the raffle vehicle to and from events; Securing the raffle vehicle; answering questions from the public; Promoting the Museum and Raffle Sponsor; and, Remaining flexible with scheduling needs. The ideal candidate will be outgoing, positive, and possess the skills and tact to represent the Museum professionally in all communications, actions, and attitude.

QUALIFICATIONS:

The Incumbent must be 18 years of age or older and must possess:

1. A clean driving record;
2. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
3. Previous sales or customer service experience;
4. Cash handling experience including cash handling protocol;
5. An outgoing, friendly personality
6. A solid proficiency in the English language with professional abilities in oral and interpersonal communications. Bilingual abilities are preferred;

7. A willingness to maintain scheduling flexibility to cover special events, late evening events, and emergent events as needed;
8. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
9. The skills and ability to positively and professionally function as part of a team environment and promote teamwork with a positive and solution-focused attitude;
10. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
11. The ability to drive the raffle car to and from events, lift and carry up to 30 lbs. periodically, the ability to stand and sit for extended periods of time, the ability to climb stairs, bend, stoop, twist, and manipulate items with fingers frequently, and the ability to perform mathematical functions including basic addition, subtraction, and multiplication.

APPLICATION PROCESS:

To apply for this position, include all of the following:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter (*include specific job reference # W0100*)
2. Resume
3. Professional references (*minimum of three*)
4. A copy of your current driving record (obtainable via the Washington Department of Licensing:
<http://www.dol.wa.gov/driverslicense/drivingrecord.html>)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.

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