

**TROLLEY MUSEUM  
TICKET SALES/GIFT SHOP CLERK**

Lackawanna County is seeking a part-time Ticket Sales/Gift Shop Clerk for Lackawanna County's Electric City Trolley Museum and Station. This position reports directly to the Trolley Museum Manager. The successful candidate will be responsible for the daily operations of Trolley Museum.

Key Responsibilities will include:

- Customer service, information, tour reservations & collection of admission fees
- Gift Shop sales, daily reports and deposits
- Shop, inventory and front desk cleaning and organization
- New employee training
- Special event assistance such as Festival of Trees, Tour Groups & School Outreach programs

Qualifications & Requirements:

- Public communication and interpersonal skills
- Competence with office productivity software
- Retail sales or museum experience
- Attention to detail and organizational skills
- Knowledge of trolley history or local history desired
- Required to work a flexible schedule including weekends and holidays

Please submit a letter of interest no later than November 2<sup>nd</sup>, 2010 to:

Human Resources Analyst  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503

[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org).

EOE