

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Position Available

Gift Shop Manager

Historic St. Mary's City is looking for a Gift Shop Manager, to be responsible for managing sales and operations for the Shop at Farthing's Ordinary. The incumbent will perform a wide-range of critical tasks related to sales and management of the Shop in order to further the museum's mission and goals. The Shop Manager will work cooperatively with the multiple members of the museum staff to insure merchandise fits the needs of the museum. Must be able to work weekends, lift twenty pounds, and stand for extended periods of time.

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Essential Requirements:

- Experience in sales, marketing, and merchandising
- Outstanding customer service skills
- Professional appearance and demeanor
- Self-motivated
- Excellent written and verbal communication skills
- Attention to detail
- Ability to coordinate with professional HSMC staff and vendors
- Experience with Quickbooks POS, Microsoft Word and Excel

To apply please submit your resume and cover letter to:

Porzia Purves
P.O. Box 39
St. Mary's City, MD 20686

Porziap@digshistory.org

Organization Description: Historic St. Mary's City (HSMC) is a museum of living history and archaeology located on the site of Maryland's first capital (1634–1695). Decades of research are the foundation of outdoor exhibits constructed in a beautiful tidewater landscape. HSMC is dedicated to studying and interpreting the lives of those who dwelled in the area that is currently

known as St. Mary's City: the ancestors of contemporary Native American groups, including the Piscataway Indian Nation and Piscataway Conoy Tribe, who recognized the region's unique environmental advantages and lived here for thousands of years; European colonists from all walks of life who made the brave decision to voyage to an unfamiliar land and make a home on the banks of what came to be called the St. Mary's River; and the people of African ancestry who were forced from their homes and transported across the Atlantic Ocean to labor in perpetual bondage. The interactions of these groups of people gave rise to the complex legacies of opportunity and oppression whose effects are still being felt today.

HSMC is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. The museum's collections are a resource for professional archaeologists, scholars, and college students. The museum is an independent agency of the State of Maryland, within the Office of the Governor.