



GULF OF MAINE
DISCOVERY CENTER
MAINE STATE AQUARIUM

THE MAINE STATE AQUARIUM IS HIRING

We are hiring an **ADMISSIONS CLERK** for the 2025 Summer Season.

The position welcomes visitors, takes payments & maintains the point-of-sales system.

Position runs June through August and includes training.

WHAT THE CASHIER DOES :

- Process sales transactions & collect payments
- Maintain adequate change in drawer
- Answer customer questions
- Reconcile cash drawers & sales receipts
- Report issues with equipment
- Respond to & resolve customer complaints & concerns
- Maintain professional checkout & merchandise areas
- Assist in stocking and rotating merchandise
- Clean public spaces as needed
- Work with DMR staff
- Other duties as needed

Position is 40 hr/wk during June, July & August. It includes weekends. Positions are hired through Tri-State Staffing Agency at \$17/hr.



The Gulf of Maine Discovery Center is managed by the Education Division of the Department of Marine Resources. It includes the Maine State Aquarium & adjacent Learning Lab (hands-on science classroom).

The Center also includes nearby Burnt Island with historic lighthouse.

The Aquarium is located at 194 McKown Point Road, West Boothbay Harbor.

QUALIFICATIONS:

- Ability to calculate sales & change quickly
- Accountability & accuracy in reconciling sales receipts & records
- Service-oriented & willing to help customers
- Customer service skills to maintain positive customer relationships & resolve conflicts
- Excellent communication skills to interact with DMR staff & customers
- Ability to work in a fast-paced environment
- Attention to detail to maintain accurate inventory and transaction records
- Knowledge of point-of-sale systems
- Represent DMR professionally

TO APPLY:

Submit resume by May 1 via email to aquarium@maine.gov

Include "Admissions" in the Subject line