

## **Breckenridge History Job Opening: Office Assistant**

**Mission:** Breckenridge History enhances our community's future by discovering, preserving, and sharing our diverse and extraordinary history.

**Vision:** Breckenridge History is a community supported, nationally recognized leader in local historic preservation, historical interpretations, and tourism.

**Job Summary:** Breckenridge History is seeking an individual to support administrative and operations tasks during summer 2025. The candidate must be detail-oriented and well organized, able to work independently and with others, and able to provide excellent customer service to the public. The position begins with paid training in May (approximately 5 hours/week) and then performing duties independently June 16, 2025 through approximately September 19, 2025 (approximately 15 hours/week). The pay rate is \$21-24/hour depending on qualifications. This position is part time with a flexible schedule and located in Breckenridge, CO.

### **Responsibilities and Duties**

- Answer phones and assist guests with general history questions and booking tours
- Generate and distribute a weekly schedule of events
- Stock merchandise and supplies at museums
- Collect mail from post office
- Collect paperwork from museums and record visitor numbers
- Generate a monthly Xola income report
- Generate a monthly invoice for Xola affiliate tour bookings
- Generate a monthly invoice for merchandise sales at the Welcome Center
- Assist in labeling and organizing digital documents and images
- Support admin staff as needed and perform other office administrative duties as assigned

### **Qualifications and Skills**

- Must pass a pre-employment criminal background check
- Hear, understand, read, and write the English language; read and abide by written policies and procedures
- Ability to drive and/or walk in and around downtown Breckenridge, CO
- Ability to use a computer/tablet and mobile device
- Good working knowledge of Google Suite and Microsoft Word, Excel, and Publisher
- Ability to learn and use Xola (tour booking software)
- Preferred: High school diploma or equivalent
- Preferred: Valid CO driver's license