

Celebrate the river.
Shape the experience.



RETAIL & VISITOR EXPERIENCE Associate (PART-TIME)

River Discovery Center | Paducah, KY

The River Discovery Center is seeking a dependable, creative, and entrepreneurial Part-Time Retail & Visitor Experience Associate to help grow our museum's retail presence and strengthen how we support the river industry through storytelling and community engagement.

Our museum connects visitors to the inland waterways through history, STEM learning, and industry awareness. That includes families, students, tourists, and the men and women who work on the river every day. The gift shop is not separate from that mission. It is one of the ways we celebrate river heritage, highlight local industry, and extend the experience beyond a visit.

This is an opportunity for someone with initiative and vision to help build and shape a mission-driven museum shop from the inside.

Core Responsibilities

- Open and close the facility, including cash handling and register reconciliation
- Provide a welcoming, informed, and engaging experience for visitors
- Answer and manage incoming phone calls professionally
- Operate the Square POS system for retail sales and admissions
- Maintain attractive, organized retail displays
- Welcome and assist school groups
- Assist with special events and rental space setup
- Maintain a clean and inviting front desk and retail area
- Lift and move merchandise or supplies (up to 30 pounds)

Position Details

- **Schedule:** 1-3 days per week, with weekend availability required
- **Hours:** 9:00 AM – 5:00 PM
- **Days:** Monday–Saturday (Sundays required April through October)
- **Additional Hours:** Special events as needed
- **Pay Range:** \$10-\$13 per hour, depending on experience
- **Age Requirement:** Must be 18 years or older
- **Employee Benefit:** 25% discount in the museum gift shop

What This Role Can Become

riverdiscoverycenter.org | 270.575.9958

We are looking for someone who sees potential and wants to take ownership. In addition to front desk and retail responsibilities, this role includes the opportunity to:

- Help build and curate a stronger Paducah-themed and river industry–focused merchandise collection
- Identify new vendors and develop relationships
- Collaborate on custom designs and branded products
- Source items that resonate with travelers, families, and industry professionals
- Think creatively about what a river-centered museum shop could become
- Support social media content and storytelling efforts
- Assist with clerical and administrative duties such as scanning, filing, and light office support

For the right person, this is a chance to contribute ideas, test them, and see them come to life.

Qualifications & Requirements

- Associates Degree or High School Diploma required
- 2+ years of retail or similar experience preferred
- 2+ years of customer service or public-facing experience
- Basic administrative or office support experience
- Proficiency in Microsoft Office programs and Canva
- Experience with Square Point of Sale preferred, but not required
- Interest in community engagement, education, or environmental programming
- Comfortable multitasking, staying organized, and working independently
- Dependable, punctual, and able to pass a background check and drug screen

Ideal Candidate

The ideal candidate has an entrepreneurial spirit. They notice gaps and imagine improvements. They take pride in presentation. They balance creativity with responsibility. They enjoy interacting with people of all ages and understand that this museum serves both the community and the river industry.

This role offers room for increased responsibility based on performance, initiative, and demonstrated leadership.

If you have ideas about what a mission-driven museum shop could become and want to help build it, we would love to hear from you.

To apply, please send a resume and brief note of interest to llaunius@riverdiscoverycenter.org with the subject line: **Retail & Visitor Experience Associate.**