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[www.mchvnac.com](http://www.mchvnac.com)

### **Job Posting – Part-time Office and Venue Assistant**

Hours: Fridays and Saturdays, potential of additional hours

Pay depends on experience. Computer knowledge and administrative skills are required, social media skills a plus.

#### **Job Description:**

Employees' primary duties include answer phone inquiries, making reservations through Millard's Crossing's online booking software, maintaining an up-to-date calendar, welcoming guests, providing building access to renters, providing maps to visitors.

Other responsibilities include administrative duties such as updating flyers and brochures as needed.

Employee is responsible for opening and locking all buildings (except the Cotton Gin and Barn). Employee is responsible for light cleaning and maintenance including the following:

- Sweep and dust spider webs in all buildings when needed and sweep the office daily.
- Stocking trash bags, toilet paper, and paper towels are stocked in the rentals, ensuring cabinets and stove are wiped down for the next guest.

- Maintain a clean workspace in the office, attached garage, and kitchen. This includes but not limited to cleaning your own dishes, fridge, counter tops, and each person is responsible for taking out the kitchen trash at the end of their second day.
- Assist with field trips when needed
- Assist with decorating and take down during events.
- Be present for all fundraising events (Annual Easter Egg Hunt, Ghosts of Millard's Crossing, Old Fashioned Christmas)

**Please send resume to [grace@mchvnac.com](mailto:grace@mchvnac.com)**

*The mission of Millard's Crossing Historic Village is to portray the spirit and ingenuity of pioneer settlement in East Texas and to connect present generations to those of the past.*