JOB ANNOUNCEMENT

**POSITION: Visitor Service Representative**

**CLASS:** Part time, 25 hours/week, hourly, $18.00/hr

**REPORTS TO:**  Executive Director

**SUMMARY OF RESPONSIBILITIES:** **Visitor Service Representative**

**GOALS**: To create and support a positive museum experience for visitors.

**DUTIES**

1. Greets and assists visitors in a courteous fashion;

2. Operates the Square point of sale (POS) system, checking out customer in a timely and courteous fashion;

3. Assists the Store Manager with the store operations including creating attractive displays, inventorying and labeling new store inventory;

4. Maintains admissions desk so that it is tidy and presentable to the public; Ensures the store and gallery is swept, dusted, and orderly, assisting Museum staff to these ends;

5. Ensures that the store is open for business during Museum hours and during special events;

6. Responsible for taking in Museum’s admission fees and accurate cash handling;

7. Responsible for taking the Museums membership information and coordinating with staff on recording membership information in the management software;

9. Provides required paperwork to the Museum’s bookkeeper. Maintains accountability for all store transactions and performs daily closeout procedures in accordance with Museum policy.

9. Fields general questions from the public concerning the Museum, its mission, and functions;

10. Provides security for Museum visitors, collections and exhibits by observing visitor actions and monitoring galleries;

11. Other duties as assigned.

**QUALIFICATIONS**

Education: High school diploma.

Experience: One year work in a visitor service or office experience desirable.

Skills/Abilities: Good interpersonal and verbal communication skills; organizational skills are a must; clerical skills desirable; knowledge of Museum and community desirable.