



MUSEUM SERVICES REPRESENTATIVE

JOB DESCRIPTION

Job Overview:

This position reports to the Museum Services Manager, but supports all departments within the Museum. The Museum Services Representative will primarily support the Museum's mission by welcoming visitors, providing support in the Museum Shop, and helping with events and programs across all departments.

This part-time position requires flexible scheduling, including weekend and evening hours. Rate of pay is based on experience.

Job Description:

- Perform receptionist duties and manage incoming inquiries with efficiency
- Welcome Museum visitors and provide an orientation to the facility by enthusiastically providing visitors with information on museum programs and services
- Provide customer assistance in gift shop
- Act as gallery attendant when visitors are in the gallery
- Collect demographic data on visitors
- Complete sales transactions and handle cash admissions, membership sales, and gift shop sales
- Open and close facility. Complete daily report summaries for admissions and operations
- Light cleaning and general housekeeping as needed
- Set-up and take down necessary items for rentals and special events
- Be aware of all safety and disaster response procedures and be prepared to act in an emergency

Required Qualifications:

- Have one to three years of customer service or retail sales experience. Experience using cash register and credit card approval machines
- Must be able to pass background check
- Must be physically able to lift up to thirty pounds
- Must possess valid driver's license and reliable transportation
- Must be able to work at heights of up to 12 feet
- Able to work weekends and/or evenings
- Excellent telephone skills. Basic computer skills including functional knowledge of Word and Excel, as well as standard office equipment

Cover letter and resume must be emailed to info@thenic.org for consideration. No drop-in inquiries or Facebook messages will be considered. Job posting closes when qualified applicant is identified.