

## **Guest Services Attendant**

### **(Part-Time)**

#### **Job Description**

The part-time Guest Services Attendant will assist in operations at the Museum, including, but not limited to, opening and closing the museum on weekends, working at the front desk, interacting with guests, and maintaining a clean environment. The person must be outgoing, flexible and detail-orientated, able to greet guests and process their admission, take phone call and email inquiries, and process museum store transactions. Position is part time and requires previously demonstrated excellence in guest service skills. Regular working hours will be Saturday/Sunday, 8:30am-5:30pm with some Friday work required for training and special events.

#### Responsibilities

- \* Positively interacts with guests and contributes to a great Museum experience
- \* Actively recruits new volunteers
- \* Works at the front desk, including operating cash register, welcoming visitors, taking phone calls, answering emails
- \* Opens and closes museum on weekends
- \* Sells Museum services to members and visitors
- \* Monitors cleanliness of Museum
- \* Maintains cleanliness of the museum indoors, excluding exhibits

#### General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. NVWM reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

#### Qualifications

- \* Ability to use Microsoft Office and related software
- \* Knowledge of cash register procedures and/or retail experience
- \* People-oriented with excellent communication skills
- \* Able to exercise good judgment while working independently and collaboratively; works well in a team environment.
- \* Self-directed, self-motivated and responsible
- \* Reliability is a must
- \* Punctual, neat and accurate in work habits; precise and detail oriented.
- \* Strong organizational and time management skills necessary

Pay Range: \$12-\$15/Hr. depending on qualifications

Regular Work Schedule: Saturday-Sunday 8:30am-5:30pm

Reports directly to Executive Director

Please send resume to [info@thenvwm.org](mailto:info@thenvwm.org) to apply