

Immediate Opening

Visitor Services

Job Description:

This employee greets all visitors to the facility. She/he discerns the purpose of their visit and assists them in a professional manner. As the only employee on site at times, he/she must respond to a variety of on-site management needs, including but not limited to: routine operation of the facility, museum docent, museum store clerk, provide visitor information service to tourists, and perform routine office management duties.

Major Duties:

- Meet and greet visitors.
- Provide visitor information to tourists.
- Perform Museum Docent duties to museum visitors.
- Sales clerk duties for the museum book store.
- Responsible for the daily operations of the building.
- Manage the organization's mail, email and telephone communications.
- Is responsible for webpage updates, and changes.
- Perform daily janitorial and light maintenance duties.
- Participate in implementation of fundraising events.

Skills, Knowledge, and required Abilities:

- Outstanding Customer Service Skills.
- Basic computer skills including Internet, email, word processing, spreadsheets, databases and WordPress.
- Ability to work without direct supervision on a daily basis.
- Money management skills.
- Attention to details with regard to numbers and data.
- Communication skills both oral and written.

Email resume to: info@mthoodmuseum.org.
In subject line, note: Visitor Services Position.