

SCIENCENTER POSITION DESCRIPTION

Museum Greeter and Floor Assistant, PT

TITLE OF SUPERVISOR: Manager of Guest Relations

MAIN FUNCTIONS:

Welcome guests to the museum, process admissions, sell museum memberships, answer phones, complete store sales, answer guest questions and/or direct inquiries to appropriate staff.

Support the Guest Relations and Operations department by assisting with field trips, hosting Birthday Parties, restocking store and exhibit areas, general museum cleaning, and other projects as assigned.

SKILLS – EXPERIENCE - ATTITUDE REQUIREMENTS:

- Upbeat and positive attitude, with enthusiasm for the Sciencenter and for ensuring excellent and memorable experiences for museum visitors
- Demonstrated ability to provide “legendary customer service” and show excellent judgment in interpersonal interactions
- Ability and desire to learn new things quickly and to perform repetitive tasks with high degree of care and accuracy
- Able to follow through on tasks and to seek assistance from appropriate staff
- Ability to communicate effectively with a wide variety of audiences
- Able to multi-task and to remain calm and courteous under pressure

WORKING CONDITIONS:

Family-friendly, hands-on science museum

Primarily based at our Front Desk, fast-paced, busy environment with frequent interruptions

TIME COMMITMENT:

This is a 3-day part-time (up to 24 hours), non-exempt position that requires regular weekend and holiday work.

APPLICATION INSTRUCTIONS:

Please send a resume and cover letter in PDF format to: dBodenstein@sciencenter.org

DEADLINE:

Open until filled.

The Sciencenter is an Equal Opportunity Employer