

SCIENCENTER POSITION DESCRIPTION

Museum Greeter, 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 department by restocking the store and exhibit areas, general museum cleaning, and other projects as assigned.

SKILLS – EXPERIENCE - ATTITUDE REQUIREMENTS:

- Upbeat and positive attitude, with enthusiasm 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 part-time (up to 24 hours/week), non-exempt position that requires regular weekend and holiday work, as well as occasional evening hours. Prorated Sciencenter benefits are included.

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