

SCIENCENTER POSITION DESCRIPTION

Museum Greeter

TITLE OF SUPERVISOR

Manager of Guest Relations

MAIN FUNCTIONS

The museum greeter is the first person most visitors see and interact with when they come to the Sciencenter. The Museum Greeter must be a welcoming presence at the front desk.

RESPONSIBILITIES

Admissions:

- Welcoming a diverse range of visitors to further the Sciencenter's commitment to equity
- Processing cash, check, and credit card payments

Information Desk:

- Answering phones and visitor questions

Sales:

- Selling memberships and mini golf

Store:

- Selling and restocking store merchandise

REQUIRED QUALIFICATIONS

- Upbeat and positive attitude, with enthusiasm for the Sciencenter
- Commitment to ensuring excellent and memorable experiences for all museum visitors
- Strong commitment to equity and inclusion and an ability to welcome and interact with diverse communities
- Demonstrated ability to provide excellent 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 appropriately
- Demonstrated effective communication with a wide variety of diverse audiences
- Ability to prioritize multiple tasks while staying calm and courteous under pressure
- Experience with a cash register and/or POS system preferred
- Previous cash handling experience preferred

WORKING CONDITIONS

Family-friendly, hands-on science museum.

We are working towards creating a more inclusive workplace and are looking for candidates who share our commitment.

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

Must work well in both an individual and team setting.

The Sciencenter requires all new hires to provide documentation showing full vaccination status with FDA-or WHO-authorized or approved COVID-19 vaccines and booster, or an approved disability/medical or religious exemption before their first day of work.

TIME COMMITMENT

This is a part time position (20-28 hours per week). Shifts are 4 to 8 hours long and include Thursday evenings and weekends. The shifts will vary some weeks.

SALARY AND BENEFITS

Starting salary is \$17.47/hour. Pro-rated Sciencenter benefits provided.

APPLICATION INSTRUCTIONS

To apply, please submit a resume and 1 page cover letter that highlights how your past experience has prepared you for this position.

Please send application as one PDF to: cfagan@sciencenter.org

Deadline for applications is May 20, 2022.

The Sciencenter is an Equal Opportunity Employer