

## **SCIENCENTER POSITION DESCRIPTION**

### **Part-Time Museum Greeter**

#### **TITLE OF SUPERVISOR:**

Manager of Guest Relations

#### **MAIN FUNCTIONS:**

The Part-Time 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 passes

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.

**TIME COMMITMENT:**

This is a part time position (15-20 hours per week). Shifts are 4 to 8 hours long and include evenings and weekends. The shifts will vary some weeks.

**SALARY AND BENEFITS:**

Starting salary is \$16.50/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](mailto:cfagan@sciencenter.org)

Deadline for applications is August 2, 2021.

***The Sciencenter is an Equal Opportunity Employer***