



JOB DESCRIPTION

Museum Attendant

ScienceWorks Hands-on Museum

Position: Part-Time (15-25 hrs/wk)

Wage: \$11.00-12.50/hr DOE

Reports to: Visitor Services Manager

The Museum Attendant is a part of our Floor Corp team, which welcomes guests to ScienceWorks Hands-On Museum, provides information and assistance via phone and in-person, and processes admissions and memberships. The Museum Attendant plays an essential role, ensuring smooth daily operations and an excellent customer service experience for visitors.

RESPONSIBILITIES

- Perform exceptional customer service
- Perform cashier duties at front desk
- Provide excellent initial impression of the Museum
- Answer multi-line phone calls, route calls to correct department, and answer general questions
- Participate in procedures to respond to emergencies
- Provide front desk coverage for special events
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Highly self-motivated and detail oriented
- Ability to multi-task and remain cordial and professional at all times
- Outgoing, enthusiastic, optimistic
- Excellent communication skills, both verbal and written
- Possess excellent time management and organization skills
- Skilled in Microsoft Office applications, use of copier, credit card machine, and other technology
- Ability to work a flexible schedule that includes evening, weekend and holiday assignments
- Ability to work well in a multi-ethnic and multi-cultural environment
- Spanish language fluency a plus
- Fluency in ASL a plus

PHYSICAL DEMANDS

- It is frequently required to stand and reach with arms and hands
- This position requires sitting for long periods of time and occasionally walking museum floor
- The employee may occasionally lift and/or move up to 50 pounds
- This position requires use of a desktop computer, mouse, and keyboard

MINIMUM REQUIREMENTS

- A High School diploma or equivalent is required
- One or more year's experience in reception or retail employment preferred

TO APPLY

<https://tinyurl.com/scienceworks-museum-attendant>