



Visitor Engagement Part-Time

This position is stationed in either the Catmur Foyer or the Admission Booth and is responsible for greeting all guests in a friendly and positive manner, accepting payment for admission, answering questions about the museum's history and exhibitions, and informing guests of current events in the museum and gardens.

Hours:

Part- Time/various days

Specific Duties:

- Greet and orient visitors as they enter the museum
- Handle transactions for guest entry
- Maintain supply of informational materials and dispense to visitors
- Sell memberships and encourage upgrades
- Assist guests with reservations for workshops and events
- Maintain the cleanliness of the work area
- Work with the security team
- Participate in docent training
- Assist with answering the main phone line
- Assist at Dixon after-hour events as needed
- Other duties as assigned by Supervisors

Required Qualifications and Experience:

High school diploma or equivalent is required. Some experience in sales, customer service and cash handling beneficial. A candidate for this position must have excellent customer service skills, basic computer skills and the ability to work in a team environment. Weekends, holidays and evening work required.