

FRONTIERS OF FLIGHT MUSEUM

JOB DESCRIPTION

Position: Guest Services Assistant – Museum Store & Facilities (Part-Time)

Hourly Rate: \$12.00

Report to: Museum Store Manager

FLSA Status: Non-Exempt; Part-Time

General Function

Under the supervision of the Museum Store Manager, the Guest Services Assistant is part of the excellent team that provides a fun and unique experience for all Museum visitors. He/She/They will assist visitors with admissions, information, Museum Store purchases and birthday party events ensuring that our guests enjoy a fun, educational and memorable experience at the Museum.

Major activities, typical duties and responsibilities include but are not limited to:

General Responsibilities: Museum Store

- Provide exceptional support and services to Museum guests.
- Process admissions and store purchases via the Museum Point of Sales System.
- Maintain store inventory items, including logging and pricing inventory and restocking store shelves.
- Maintain store appearance e.g. clean and dust shelving and front desk area as needed.
- Answer telephone inquiries regarding museum hours, admission rates and/or refer callers to the appropriate staff member.

General Responsibilities: Facility Set Up

- Set up and/or tear down of tables, chairs and other museum inventory for events.
- Assist with general maintenance of facility; including cleaning of rental inventory, exhibits, exhibit areas, birthday party areas, children's discovery area.
- Assist birthday party clients as needed.

Skills, abilities and other requirements

- Excellent customer service skills
- Excellent interpersonal and general communication skills.
- Attention to detail.
- Ability to multi-task and the flexibility to handle the diverse requirements of the position.
- High School Diploma.
- Front desk / Customer service experience a plus.
- Bi-lingual a plus.
- Must be able to lift/move 50lbs.

Schedule:

- Front Desk Hours: Sat 9am-5pm / Sun 12noon-5pm
- Facility Hours: Will vary depending on rental event schedule
- 20hrs per week

Compensation: \$12/hr

To apply please send resume and cover letter to; info@flightmuseum.com