

Visitor Services Coordinator:

Gilbert House Children's Museum is seeking a detail oriented, confident and enthusiastic individual to be our new Visitor Services Coordinator. The responsibilities of this position include hiring, scheduling and supervising our Visitor Services staff, oversight of our membership and rentals programs, staff training for excellent customer service for our guests, and working with our management staff to create educational experiences for young children. Applicant must be able to climb stairs and lift up to 20 pounds. The position is full-time with medical and dental benefits. The schedule is Tuesday through Saturday, 8:30 am to 5:30 pm with some evening work required. Salary ranges from \$27,000 to \$35,000 a year based on experience. Please send a resume that includes three professional references to resumes@acgilbert.org. Do not call or visit the Museum to inquire about the position.