

Visitor Services Coordinator:

Gilbert House Children's Museum welcomes over 95,000 visitors each year with qualified, friendly staff who provide excellent customer service. The Visitor Services Coordinator manages the Visitor Services Staff and serves as the Manager On Site, overseeing the general running of the Museum during open hours. The Visitor Services Coordinator also oversees museum rentals and memberships.

This is a full-time year-round position at \$15.00 an hour that includes health and dental benefits as well as paid time off. The regular schedule will be 9 am to 5:30 pm five days per week including weekends, though the schedule may vary to meet the needs of the museum. Applicant must have strong attention to detail. Two or more years of management experience in the customer service industry is required. Applicant must be able to climb stairs, lift up to 20 pounds, and pass a background check. Please send a resume, cover letter, and three professional references to resumes@acgilbert.org.

Visitor Services Lead:

Gilbert House Children's Museum welcomes over 95,000 visitors each year with qualified, friendly staff who provide excellent customer service. The Visitor Services Lead is responsible for promoting a fun, safe, and clean learning experience for all visitors. This includes completing regular museum rounds, working at the museum's front desk, assisting with janitorial duties, and facilitating educational activities. The Visitor Services Lead will also assist the Visitor Services Coordinator in supervising the Visitor Services Staff, overseeing the general running of the Museum, and running the museum rental and membership programs.

This is a full-time year-round position at \$12.00/hour that includes health and dental benefits as well as paid time off. The regular schedule will be 9 am to 5:30 pm five days per week including weekends, though the schedule may vary to meet the needs of the museum. Applicant must have strong attention to detail. Two or more years of supervisory experience in the customer service industry is preferred. Applicant must be able to climb stairs, lift up to 20 pounds, and pass a background check. Please send a resume, cover letter, and three professional references to resumes@acgilbert.org.

Visitor Services Associate:

Gilbert House Children's Museum welcomes over 95,000 visitors each year with qualified, friendly staff who provide excellent customer service. The Visitor Services Associate is responsible for promoting a fun, safe, and clean learning experience for all visitors. This includes completing regular museum rounds, working at the museum's front desk, assisting with janitorial duties, and facilitating educational activities. Applicant must be able to climb stairs, lift up to 20 pounds, and pass a background check. This is a part-time position at \$10.75/hour. Weekend availability is required. Please send a resume, cover letter, and three professional references to resumes@acgilbert.org.