

## **SEASONAL VISITOR SERVICES ASSOCIATE (Gilbert House Children's Museum)**



### **PRIMARY PURPOSE**

Gilbert House Children's Museum welcomes over 85,000 visitors annually and provides a multitude of opportunities for families to engage in learning through creative play. The Visitor Services Associate is responsible for promoting a fun, safe, and clean learning experience for all visitors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead Educational Learning Opportunities- Lead an educational lesson with visitors as well as running projects outlined by the Programs Lead and Education Coordinator.
- Customer Service- Interact with visitors and promote memberships, learning opportunities, events, and activities.
- Exhibit Restaging- Make sure all exhibits are staged and fully stocked before opening and throughout the day.
- Sanitation-Follow daily sanitation schedule for exhibit components and sanitation protocols.
- Supporting Front Desk- provide Front Desk staff 10-minute breaks and 30-minute lunch and check in with Front Desk staff regularly throughout the day.
- Museum Rounds- Walk the entire Museum and Outdoor Discovery Area a minimum of once an hour.
- Exterior Rounds- Walk along Water Street to check for safety concerns.
- Membership Service- Provide tours to patrons and/or parents
- Field Trips-Provide Field Trip orientations and extra customer service care when needed.
- Birthday Party- Assist Visitor Services Lead in staging room and extra customer service care when needed.
- Communication- check emails, calendar and museum website daily.
- Staff Meetings- Attend required monthly staff meetings and committee meetings.
- Safety- Report all safety concerns to the Manager on Site.
- Other assigned duties.

Applicant must be able to climb stairs, lift-up to 20 pounds and pass a background check. The Museum is open Mondays during all school breaks, Tuesday to Sunday 10 am to 5 pm; weekend work is required. This position is part time at \$10.75/hour. Please send a resume, cover letter, and three professional references to [resumes@acgilbert.org](mailto:resumes@acgilbert.org). Or visit the museum to inquire about the position.