

Antique Boat Museum Job Description

Title: **Admissions Clerk**
Part-time, Seasonal/Based on less than 40 hrs. per week
Hourly, Non-Exempt
Job Runs: End of April through Early October

Reports to: **Museum Store Manager**

Job Description

Reporting directly to the Museum Store Manager, this seasonal position serves as ABM's ambassador making an important first impression to all guests and visitors who enter the Museum. Highly effective ambassadors will demonstrate expertise in many areas including customer engagement and communication skills that will enhance the guest experience.

Responsibilities

Efficiently open and close admissions area and certain aspects of exhibition spaces

Greet guests and visitors as they arrive at the museum

Develop a good working knowledge of all Museum offerings

Provide orientation to visitors to the museum and answer questions

Accurately process admission sales and handle various forms of payments in point-of-sale and online ticketing software

Able to collect critical data from guests to track visitor information

Receive Docent training to deliver group tours on campus and La Duchesse as needed

Perform daily cash register reconciliation

Assist with answering the Museum's main telephone line and fielding phone calls to appropriate department

Self-motivated to tend to other items during slower periods as outlined by Museum Store Manager

Other duties as assigned

Have fun and build a joyful spirit which is infectious to all who visit ABM!

Qualifications

Comfortable with computers/technology and have experience handling retail transactions

Good interpersonal skills to work with staff, volunteers, and public. Must be a team player.

Exceptional communication skills, both verbal and non-verbal

Strong organizational skills and attention to detail

Must be able to multi-task in a fast-paced environment with a professional attitude

Ability to work weekends and all holidays when the museum is open. Museum is open beginning the first weekend in May until the end of October.

