

## **Antique Boat Museum Job Description**

**Title: Admissions Coordinator**  
**Full-time, Seasonal/Based on 40 hrs. per week**  
**Hourly Non-Exempt**  
**Job Runs: May through Early October**

**Reports to: Controller**

### Job Description

Reporting directly to the Controller, and in conjunction with the Executive Director, this seasonal position provides hands-on leadership, management, and follow-through for all aspects of the daily/seasonal operations of ABM Admissions. Serve as ABM's ambassador making an important first impression to all guests who enter the Museum. Responsible for working within per-established budget.

### Responsibilities

Organize weekly schedules for admission staff and ensure the Admissions Desk is manned at all times during the Museum's open hours.

Your working week will be a flexible 5 days over 7 days on a rolling basis with regular weekend work involved.

Provide great customer service by greeting individual visitors and tour groups.

Organize and coordinate group tours with group tour handler.

Organize and coordinate La Duchesse tours making sure to maximize tour group sizes.

Organize and coordinate ride boat bookings working closely with the Captain On Duty to maximize seating for each ride.

Make sure the admissions area of the Museum is clean, safe and presentable to visitors and guests.

In charge of the general organization of the admissions area and ensure admissions policies and procedures are maintained.

Recruit the admission staff and train staff about the Museum multiple offerings.

Coach and support other team members.

Assist Maintenance Dept. with open/closing procedures when needed.

Order and maintain adequate supplies of brochures and admission forms in the office to avoid any shortages. Also ensure the brochures and admissions forms are updated as needed.

Attention to detail and proper handling of various forms of payments including credit cards, cash and checks in POS (Point of sale) software is a must.

Work closely with administrative staff to provide needed admissions data.

Other duties as assigned by the Executive Director and/or Controller.

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

### **How to Apply**

Application materials due March 3, 2017

E-mail resume, cover letter, and three references to: [member@abm.org](mailto:member@abm.org)

Or mail to:     Antique Boat Museum  
                  Admissions Coordinator Search  
                  750 Mary St.  
                  Clayton, NY 13624