

Antique Boat Museum Job Description

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

Reports to: **Admission Coordinator**

Job Description

Reporting directly to the Admission Coordinator (dotted line to Controller), this seasonal position serves as ABM's ambassador making an important first impression to all guests and visitors who enter the Museum.

Responsibilities

Greet guests and visitors as they arrive at the museum.

Provide orientation to visitors to the museum and answer questions.

Must have a good working knowledge of all Museum offerings.

Must be comfortable with technology and have experience handling retail transactions in POS software.

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

Able to collect critical data from guests to track visitor information.

Must be flexible to work weekends as scheduled and as needed.

Receive Docent training to give group tours on campus and La Duchesse.

Excellent communication and organizational skills are key.

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

Must be able to take direction from Admissions Coordinator and supervisors.

Must be self-motivated to tend to other items during slower periods as outlined by Admission Coordinator.

Must be able to work Friday, Saturday, Sunday and Monday and all holidays when the museum is open. Museum will open May 4, 2018.

Skills

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

Good Computer/Technology skills

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

How to Apply

E-mail resume, cover letter, and three references: deborahputnam@abm.org

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