

Antique Boat Museum Job Description

Title: **Receptionist**
 Full-time, Seasonal/Based on 35 hrs. per week
 Monday through Friday, 9am to 5pm
 Hourly Non-Exempt
 Job runs: May through August

Reports to: **Controller**

Job Description

Reporting directly to the Controller, this seasonal position welcomes visitors on the telephone; answering or referring inquiries. Answering, screening and forwarding any incoming call while providing basic information when needed.

Responsibilities

Answer telephone in welcoming and cheerful manner.

Assist Educator in class registrations.

Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Cross trained in admission and store clerk duties.

Assist with Boat Show working Saturday and Sunday and Race Boat Regatta working Saturday.

Other duties as assigned by the Controller.

Skills

Solid communication skills both written and oral

Ability to organize, multitask, prioritize and work under pressure.

Team player

High school degree

How to Apply

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

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