**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) QuickBooks and Fare Harbor

Attention to detail and proper handling of various forms of payments including credit cards, cash and checks

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 the first Friday in May and will be closed every Wednesday.

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