Antique Boat Museum Job Description

Title: **Admissions Clerk**
Part-time, Seasonal/Based on less than 35 hrs. per week from End of April through Early October
Hourly, Non-Exempt

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.