

Barber Vintage Motorsports Museum

Guest Services Associate – Full Time and Part Time

Purpose:

To perform a wide variety of technical and clerical work related to the operation of the museum. To greet museum visitors in a friendly and positive manner; efficiently facilitate sales and transactions; and correctly answer inquiries for information about the Museum's exhibits, events and gifts shop products.

Examples of Duties:

Acts as the welcoming initial point of contact and concierge for all museum guests, visitors and clients.
Prioritizes excellent customer service and the visitor experience over all other tasks.
Provides accurate and timely customer information via friendly, engaging phone support.
Performs opening and closing functions for the front desk and the museum store through established procedures
Conducts ticketing sales, retail sales, and membership sign-ups & sales through use of POS systems.
Handles cash and credit card transactions.
Becomes knowledgeable about the museum, its history, exhibits, programs and special events, and communicates this information to guests
Maintains highest standards of both visual appearance and operability of all public spaces, including main lobby, entryways, exhibits, front desk, and the museum store.
Understands and maintains all building safety, security and loss prevention policies and procedures.
Assists in display and restock/reorder of front of house collateral and ticket package promotional items.
Assists in store with pricing, restock, merchandise displays, and inventory counts.
Greet Guest
Provides general information about the museum, exhibits and the community
Takes admission and fees using a Point of Sale system
Answers the telephone and fields calls to appropriate staff members
Handles and balances cash and related paper entries
Assists with sales and inventory in the Museum Shop
Relays accurate information about planned programs/events
May assist with informal tours of the museum to individuals and groups
Ensure that all displays and supplies are well stocked at all times.
Maintain daily operation of the house museum reception area.

Hours: Full Time: 9:30am – 5:00pm

Part Time: Flexible between 9:30am-5:00pm (Perfect for College students' schedules)

Pay: Full Time \$14.50 per hour

Part Time \$13.00 per hour

To Apply/Get More Information about Positions

jobs@barbermuseum.org

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2c213cbd-a7dc-4296-a9d7-1650a1988926&ccId=9200102624176_2&type=JS&lang=en_US