



Fairfield Museum

AND HISTORY CENTER

Position Title: **Visitor Services Associate**

Level:

Part time, 7-14 hours / week

9:30AM – 4:30PM Saturdays and/or Sundays, plus occasional weekday and weekend evenings from approximately 4:00PM - 10:00PM.

Function:

Responsible for managing the visitor experience at the Fairfield Museum, including reception, answering phones, and assisting visitors, as well as routine administrative and clerical duties.

Duties:

- As primary reception staff, answer phones, greet visitors and provide informed, professional and courteous customer service.
- Ensure that the Museum is well represented; maintain organized and tidy reception area, Museum Shop, staff kitchen and public areas.
- Use Square automated point of sale system to process cash receipts for admissions, store sales and program reservations.
- Gather and maintain email lists, update online calendars.
- Assist with room preparations for facilities rentals.
- Provide general administrative support as needed.

Job Requirements:

Applicants should bring energy, enthusiasm and good humor to their work and be able to demonstrate:

- A professional, gracious, outgoing and helpful demeanor.
- Excellent verbal and written communication skills.
- A high level of initiative, as well as personal and professional integrity.
- Excellent organizational skills, ability to prioritize, meet deadlines and manage several simultaneous tasks in a demanding work environment.
- Proficiency using MS Word, Excel, and Square Point of sale systems.
- Possess a High School Diploma, college degree preferred.

This is a part-time position working regularly scheduled days 9:30 AM – 4:30PM Saturdays and/or Sundays. The position will require employee to lift, bend, stoop, walk, speak and stand, as well as operate basic office equipment.

To apply please email a cover letter and resume to info@fairfieldhs.org