



Fairfield Museum

AND HISTORY CENTER

Position Title: **Weekend Visitor Services Manager**

Level: Part time, 20 hours / week;
9:30AM – 4PM Fridays, Saturdays and Sundays

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
- Work with Marketing Manager to send weekly email newsletter and other social media communications.
- Work with the Museum's Office Manager to produce regular income reports.
- Prepare records and regular reports on attendance and other audience data as required.
- 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 – 4PM), Fridays, Saturdays, and Sundays. The position will require employee to lift, bend, stoop, walk, speak and stand, as well as operate basic office equipment. Compensation is \$20 / hour.

To Apply:

Email a cover letter and resume detailing relevant work and educational experience by July 12, 2019 to ysmsearch@fairfieldhs.org. The Fairfield Museum is an equal opportunity employer.

About the Fairfield Museum:

Fairfield Museum is a thriving cultural center that uses history and the arts to strengthen community and help shape its future. We believe in the power of the arts and the humanities to inspire imagination, stimulate thought, and transform society. Fairfield Museum is a vibrant nexus of community life that welcomes more than 35,000 visitors annually. We are a leading and award-winning center for arts and humanities education that provides high-quality school programs to more than 4,000 students each year.