SCIENCENTER
Position Announcement
Posting date: February 2017

Seasonal Museum Greeter

The Sciencenter, a hands-on science museum in Ithaca, NY, seeks a high energy individual with strong interpersonal skills to serve as a Seasonal Museum Greeter.

As the Greeter, you will be instrumental in helping to ensure a positive experience for our guests as they check-in at the front desk, discuss membership, purchase store items, and buy mini-golf tickets.

Excellent communication skills are required, as well as great enthusiasm for our members and guests.

Please review the attached job description and follow the application instructions below.

PLEASE NOTE: This is a spring/summer seasonal, part-time (8-24 hours/week) position that does not include Sciencenter benefits.

Application Instructions

Please send a letter of application, your resume, a 1 page bullet-list summary that explains how your previous experience supports the duties and responsibilities listed in the position description, and contact information for three references electronically to: jgiblin@sciencenter.org.

Be sure to write GREETER and your name in the subject of the email.

The Sciencenter is an Equal Opportunity Employer

SCIENCENTER POSITION DESCRIPTION

Seasonal Museum Greeter

Period of Employment: May 1 through Sept 1, 2017

TITLE OF SUPERVISOR: Director of Guest Relations and Operations

MAIN FUNCTIONS:

Welcome guests to the museum, process admissions, museum memberships, and mini-golf tickets, answer phones, complete store sales, answer guest questions and/or direct inquiries to appropriate staff.

Support the Guest Relations and Operations department by assisting with field trips, supporting Birthday Parties, restocking store and exhibit areas, general museum cleaning, and other projects as assigned.

SKILLS – EXPERIENCE - ATTITUDE REQUIREMENTS:

- Upbeat and positive attitude, with enthusiasm for the Sciencenter and for ensuring excellent and memorable experiences for museum visitors
- Demonstrated ability to provide “legendary customer service” and show excellent judgment in interpersonal interactions
- Ability and desire to learn new things quickly and to perform repetitive tasks with high degree of care and accuracy
- Able to follow through on tasks and to seek assistance from appropriate staff
- Ability to communicate effectively with a wide variety of audiences
- Able to multi-task and to remain calm and courteous under pressure

WORKING CONDITIONS:

Family-friendly, hands-on science museum

Primarily based at our Front Desk, fast-paced, busy environment with frequent interruptions

TIME COMMITMENT:

May-June: One day a week (Friday) start during Field Trip season, 9am-5:30pm.
July- September 4th: 3 day per wek schedule is currently set as Friday and Saturday, from 9:00am-5:30pm, and Sunday from 11:00am-5:30pm.

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