**Museum Receptionist** – American Computer & Robotics Museum

**Job Description:** The Museum Receptionist will ensure the smooth, efficient and customer-orientated operation of the admission desk and gift shop at the American Computer & Robotics Museum, including the welcoming of guests, the presentation of a brief 3-minute introduction to the guests and the selling of goods from the gift shop.

**Training:** $10.00 per hour for approximately 5 flexible hours per week, to be determined mutually in advance and to start and be completed successfully as soon as possible.

**Summer 2018 Hours:** 20 to 25 hours per week during June, July & August @ $14.00 per hour: Mondays, Tuesdays, Wednesdays, Thursdays, & Fridays: 10:00 am to 1:00 pm
Saturday or Sunday: 10:00 am to 4:00 pm

**Responsibilities:**
- Opening & closing the museum and its alarm system.
- Welcoming visitors to the museum and conducting a brief 3-minute introduction.
- Answering the telephone and writing down any phone messages.
- Ensuring that the desk is clean and tidy.
- Helping customers and selling items in the gift shop.
- Processes credit card and cash payments for the gift shop and for donations.
- Ensuring the gift shop is kept tidy and its items are well displayed.
- Must be able to deal with all visitors in a polite and helpful manner.
- Must wear business casual attire
- Keeps an eye on the bathrooms’ supply levels (paper towels, soap, toilet paper, etc.)
- As time permits, a walk-through the museum to dust the display cases and to make sure that the various videos are playing properly.

**Skills Profile:**
The Museum Receptionist must:
- Have good verbal communication skills to deal with the public politely and effectively.
- Have a confident and friendly manner with a positive approach to solving difficulties and problems.
- Be thoroughly conversant with all safety procedures relating to fire, security and other emergencies.
- Be responsible, honest and reliable.
- Be an effective team worker.
- Be able to work well under pressure.
- Be self-motivating with a pro-active approach.

This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent development.

**Contact:** Barbara Keremedjiev (582-1288) or email her at bkacm@aol.com for an interview appointment and to drop off your CV.