Substitute Admission Clerk positions are available immediately. The position reports to the Welcome Center Manager/Group Tours Coordinator.

Responsibilities include, but are not necessarily limited to: collecting applicable museum admission fees, greeting visitors, and processing admission sales and promotions.

Essential functions of the position include but are not limited to the following: greet visitors and process all applicable museum and/or program admission fees, process all discounted rate offers and/or coupons.

Promote membership purchases and special exhibitions/programs.

Maintain high quality customer service.

Provide visitors with varying information such as specific museum locations, program starting times, amenities, etc.

Perform other similar duties or projects as assigned or requested by supervisor.

Qualifications include, but are not necessarily limited to:
A high school diploma or GED equivalent and 1 year experience working in a cultural, service or entertainment industry in a customer oriented position such as admissions, visitor services or group sales which required direct customer contact in person, via the telephone, internet or mail. Strong communication and interpersonal skills are required along with the ability to present the Springfield Museums in a positive, courteous and professional manner.

This position includes the possibility of weekday, weekend, and occasional evening hours. The rate of pay is $13.77 per hour.

Interested persons should submit their resume by August 14, 2021 to: sferrara@springfieldmuseums.org.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals.