Part-time Admissions Clerk

Summary:

The position of Part-time (less than 20 hours per week) Admissions Clerk is available immediately. This position reports to the Welcome Center Manager/Group Tours Coordinator.

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.

Conduct front-line sales of the membership program. Sell tickets for special programs. Promote sales during special fund-raising campaigns.

Maintain high-quality customer service.

Provide directional and other information, such as starting times, amenities, etc. to visitors.

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

Qualifications include, but are not necessarily limited to:

A high school diploma or equivalent and one 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, professional manner.

This position requires working weekdays and weekend days with the possibility of occasional evening hours.

Individuals interested in this position should contact the Welcome Center Manager/Group Tours Coordinator, Sharon Ferrara, via email at Sferrara@springfieldmuseums.org by Tuesday, January 16, 2024.

The Springfield Museums are an equal opportunity employer. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. All qualified candidates will be considered without regard to race, sex, sexual orientation, gender identity, religion, disability status or any other protected area. We especially encourage members of traditionally underrepresented communities to apply.