



VISITOR SERVICES COORDINATOR (MANAGER)

Job Description

Part-time (non-exempt)

Hands On! Children's Museum is seeking a friendly and well-organized customer service professional to work within an interactive children's museum environment. The Visitor Services Coordinator is responsible for managing the floor operations of the museum, in addition to supervising the part-time Visitor Services Associate team. This position is scheduled to **work up to 36 hours per week, Tuesday - Saturday, 8:30am – 5:30pm.**

The ideal candidate...

- ✓ Possesses strong organizational skills and enjoys multi-tasking.
- ✓ Can work independently with attention to detail.
- ✓ Is a creative thinker and problem solver.
- ✓ Has a friendly personality and positive attitude.
- ✓ Enjoys working with children of all ages.
- ✓ Communicates well with co-workers and the general public.

Work Environment & Physical Demands:

The Visitor Services Coordinator typically works on the museum floor and behind the Visitor Services Desk. This position is regularly standing and walking for long periods of time throughout the day. At times the museum environment is fast-paced and moderately loud. This position must regularly move and/or lift up to 20 pounds.

Qualifications:

(1) ability to commit to a fixed work schedule, (2) strong verbal, interpersonal, and management skills, (3) desire to work as part of a team in a fast-paced environment, (4) desire to work with and around children, and (5) previous experience in the fields of customer service/hospitality.

Major Duties and Expectations:

Duties include, but are not limited to: facility cleaning, exhibit cleaning, training associate staff, operating the Point of Sale, sorting and organizing exhibit manipulatives, developing/managing shift schedules, completing opening/closing duties, informing visitors about museum events, and assisting with programs and events as needed.

Compensation:

\$14 - \$20/hr

**Ready to apply? – Please e-mail resume and three references to joseph@handsonwnc.org
POSITION OPEN UNTIL FILLED. MULTIPLE POSITIONS AVAILABLE.**