



## Job opening: Seasonal Receptionist & Museum Store Associate

***The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.***



**POSITION SUMMARY:** The Seasonal Receptionist & Museum Store Associate serves as a customer service representative at both the admissions desk and in the Museum Store during the Brinton Museum's peak tourist season. This position has the opportunity to positively impact each visitor's experience to the Museum and connect with visitors from across the country and world.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback
- Ensures each visitor receives excellent customer service through acknowledgement and greeting; provides an appropriate selling effort using knowledge of the museum, projects and programs
- Distributes brochures and other information visitors may need; introduces visitors to appropriate museum staff as necessary
- Answers and directs incoming phone calls
- Promotes and carries out tour and Museum Store sales; operates the point of sale terminals
- Conducts Museum Store opening and closing duties, including resolving discrepancies and preparing cash receipts for deposit
- Conducts Museum opening and closing duties
- Assists with janitorial duties in the museum lobby and entrance
- Assists museum staff with administrative tasks and special projects as needed
- Collaborates with Administrative Assistant to manage incoming and outgoing freight
- Performs all other related duties as assigned by management. \*

*\* These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

### **WORK SCHEDULE**

- Tuesday - Thursday 9:00AM – 5:00PM and occasional weekend shifts

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent
- Previous administrative assistant experience preferred
- Previous customer service experience preferred

**QUALIFICATIONS AND SKILLS:**

- Proficient skills in Microsoft Word, Excel, PowerPoint
- Proficient in Google Workspace
- Proficient in point of sale systems
- Excellent oral and written communication skills
- High degree of accuracy and attention to detail

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**COMPENSATION AND BENEFITS:**

Hourly wage, up to \$14.00/hour

***Qualified candidates please email cover letter and resume to  
receptionist@thebrintonmuseum.org  
To learn more about The Brinton Museum go to thebrintonmuseum.org***