Responsibilities

• Serves as the “face” of the Museum, managing all aspects of the front desk, including greeting guests, opening and closing the register, taking admissions, selling memberships, answering phones, and guiding visitors into the Museum.

• Assists with entering memberships and program registrations into the VDM’s database system, assuring that all constituent records are updated in a timely manner.

• Greets weekend birthday party guests, assisting the Visitor Services Manager when necessary.

• Monitors the outdoor antique carousel, making sure that it is used properly and safely.

Qualifications

• Customer service experience and an outgoing personality

• Efficient computer and keyboard skills (Experience with Blackbaud systems is a plus)

• Must enjoy working with children

• Must be vaccinated against COVID-19