

Museum Summer 2019 -Greeter

Applicant will:

Enhance visitors' experience at the museum while helping to maintain the museum in its best condition.

Essential functions:

Greeter:

Greet and orient visitors in a positive manner

Assist visitors in a variety of ways

Monitor visitors are treating the museum respectfully and obeying museum rules

Answer visitors' questions and assist in visitor's research

Enhance visitors experience while at the museum.

Substitute for other greeters

Other functions:

General light office tasks

Conduct sales in the gift shop

Morning cleaning: bathrooms, picnic area, main building

Unlock and lock buildings

Answer telephone

Check around the museum for needed repairs cleanliness and other issues needing attention

Ensure literature is distributed in buildings

Applicant will be:

Working independently and in conjunction with other staff

Working occasional weekends

Primarily working in Savery but may occasionally fill in at the Outlaw Stop in Baggs.

Working during special functions throughout the summer as needed and available

Hours will be from 9:00- 5:00 and the museum is open 7 days a week from May 24th – Oct 30th but there is work available prior to opening. Applicants are encouraged to call the museum with questions at 307-383-7262