

# Museum Greeter / Event Planner and intern

## **Applicant will:**

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

Be responsible for scheduling events and monitoring parties at the museum. Maintain supplies for parties and events.

## **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

### **Event Planner:**

Book events for museum sponsored events

Maintain calendar of events

Work as the interface between the museum and patrons to schedule and plan private events

Maintain supplies for events

Monitor events

Ensure facility is ready before an event and is cleaned up after

Unlock and lock building following an event

Check out chairs and tables

## **Other functions:**

General office tasks

Conduct sales in the gift shop

Occasional cleaning

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

Occasionally locking and unlocking the museum

Working some weekends and weekdays