

PLAY GUIDE

Description: Responsible for providing all front of house functions, (ticket and merchandise sales, restocking, information to guests, etc.), membership solicitation and fulfillment of the Koch Family Children's Museum of Evansville's mission

Reports to: Director of Guest Services

DUTIES

1. Engage children, adults, and teachers by disseminating information through speeches, presentations, educational programs and personal interaction.
2. Solve problems and provide excellent customer service.
3. Assist in the maintenance of a clean and safe work environment, to include performance of basic housekeeping duties.
4. Conduct established procedures for daily operations of the Museum, Gift Shop and Admissions. Including but not limited to: guest relations, cash handling, admission/group sales and retail sales.
5. Process admissions and retail sales using a computer and point of sale software.
6. Solicit Museum Membership sales. Utilize membership software for fulfillment.
7. Answer telephones and provide general Museum and community related information.
8. Additional related assignments as directed.

KNOWLEDGE AND ABILITIES

Must enjoy working with children and the public. Excellent communications skills both in person and on the phone. abilities in sales; prioritizing and working with minimum supervision; perceiving and dealing with sensitive issues and maintaining confidentiality; dealing successfully with a wide range of people; being a team player; taking initiative; handling money as required; and working quickly and accurately under constant pressure. Knowledge of cash registers and computers preferred.

QUALIFICATIONS

Work flexible hours, including evenings, weekends and holidays.

MINIMUM REQUIREMENTS:

Experience in Retail or Office duties is preferred. Valid Drivers License. A working knowledge of Microsoft Word, Excel and use of a calculator.

Physical: Ability to stand and sit for long periods of time; ability to lift boxes weighing up to 25 lbs; ability to stoop and reach; ability to climb stairs.

This is a smoke free work environment. Equal Opportunity Employer.