

Position Title:	Visitor Services Associate (Admission Desk)
Reports to:	Executive Director
Status:	Seasonal Part-time position (13-32 hours per week); hourly \$11.00
Application deadline:	Applications are being accepted through May 20
To apply:	Send resume, cover letter and references to director@nhbm.org

Position Summary

The Visitor Services Associate serves as the primary interface with visitors and members. Good interpersonal skills, friendliness and a positive representation of the Museum are the highest priorities of this position. An interest in the boating heritage, history, or general museums is a plus.

Seasonal: June – October

Days: Tuesday, Wednesday, and Sunday afternoons

Essential Functions

- Perform Opening and Closing Museum Procedures.
- Admission ticket and retail sales processing.
- Answer telephone, directs calls and takes complete and accurate messages.
- Communicate information about NHBM, events, programs, etc. to the public.
- Light housekeeping duties in Museum and in Museum Store.

Qualifications

2-3 years of retail or customer service experience with ability to do basic math for point of sales transactions. Excellent communication skills to greet and converse with the public as well as on the phone, plus ability to give an occasional tour. This position requires standing, sitting, and climbing stairs to the office (the museum is a historic building with no lift or elevator). Staff will help set-up the gift shop and prepare for opening the museum for the season, and there may be other times they will be asked to assist with moving exhibit displays or artifacts, or set-up for events, inside and outside. Must be able to lift at least 30 lbs floor to waist. Must be available weekends and occasional evenings May – October.

Equal Opportunity Employer

The New Hampshire Boat Museum is an equal opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age or any other characteristic protected by law (referred to as "protected status").