

# ROBERSON MUSEUM AND SCIENCE CENTER

**POSITION TITLE:** Front Desk Assistant

**SUPERVISOR:** Visitor Services and Museum Shop Coordinator

**BASIC ROLE:** To facilitate guest experience at admissions and in the gift shop.

**KEY RESPONSIBILITIES/DUTIES:**

- Take payment for admissions and tuition.
- Keep count of Museum visitors.
- Provide information regarding Museum exhibitions and programs.
- Operate Museum Shop
- Maintain appearance of Museum Shop
- Answer phones.

**QUALIFICATIONS:**

- Strong customer service skills
- Basic math skills
- Self-motivated and reliable
- Ability to recognize tasks that need to be done.
- Willingness to work weekends and occasional evenings

**TO APPLY:** Please send resume and cover letter to Michael Sisto at [msisto@roberson.org](mailto:msisto@roberson.org)