

CAVT Museums | Charles Allis and Villa Terrace Art Museums

Position Description

Title: Visitor Services Staff

Type: Part-time to Full-time (40 hours/week max)

Employed by: CAVT Museums

Employment Term: on-going

SUMMARY:

The Visitor Services department at the Charles Allis and Villa Terrace is responsible for serving the public by providing excellent customer service and creating memorable experiences for our visitors.

SPECIFIC RESPONSIBILITIES:

- Creating positive experiences for each visitor of the museum.
- Handling money responsibly and effectively filing daily reports.
- Monitoring museum cameras to protect artwork and furniture.
- Effectively opening and closing each museum.
- Knowledge of history of each museum and ability to answer questions from visitors.

REQUIREMENTS:

- Positive, friendly demeanor
- Ability to adapt to hectic scenarios
- Ability to carefully count and handle money
- Availability to work on weekends

Please send resume and cover letter to Lauren Grove at lgrove@cavtmuseums.org