



Front Desk Associate (Part-Time)

Position Overview

The Front Desk Associate is the first point of contact for visitors and sets the tone for the museum experience. This role manages admissions, provides information, and ensures smooth visitor experience and flow.

Key Responsibilities

- Welcome all visitors with professionalism and warmth
- Sell and process tickets for museum admission, events, and memberships
- Provide clear information about exhibitions, schedules, events and programs
- Answer phone calls and respond to basic visitor inquiries
- Manage visitor entry flow and coordinate with gallery staff as needed
- Maintain a clean, organized front desk area
- Contribute to a positive, collaborative team environment

Qualifications

- Excellent interpersonal and communication skills
- Experience in customer service, hospitality, or reception preferred
- Comfortable with POS/ticketing systems
- Calm under pressure and able to manage multiple tasks
- Strong problem-solving skills and professionalism

Schedule

Weekdays

- Morning Shift: 9:30 AM–1:30 PM
- Afternoon Shift: 1:30 PM–5:30 PM

Saturdays and Sundays

- 9:30:00 AM–5:30 PM (Includes a half-hour scheduled lunch break on weekends)