

Museum Weekend Interpreter Job Posting

DESCRIPTION

Our Interpreters run the front desk of our museum gallery on weekends, oversee opening and closing the museum, and are the friendly face that welcomes visitors of all ages from all over Long Island (and beyond!). Interpreters handle admissions payment and gift shop purchases, answer any phone calls, and make sure our museum is a fun and safe place to visit. Interpreters work 11-5 pm on select weekends – normally 2-3 weekend days a month. Scheduling is flexible.

QUALIFICATIONS

- BA Degree, or Pursuing College Degree; Those on History/Life Sciences/Education academic tracks preferred
- Demonstrated skill in working positively and professionally with others, especially customers
- Friendly, warm, and pleasant personality; love for kids appreciated
- Trustworthy character with handling money and responsible for protecting the museum's collection
- Reliable and punctual, all the time – no exceptions!
- Able to work independently, troubleshoot when needed, and take charge of a situation when needed to make the museum a friendly and safe place to visit.
- Knowledge of Long Island's maritime history/whale biology, or willingness to learn; knowledge of Cold Spring Harbor community helpful

RESPONSIBILITIES

1. Open and close the museum galleries independently on weekends and select school-break weeks
2. Greet guests with a smile and take appropriate admission
3. Upon paying admission, offer guests: an audio tour; a chance to view an introductory DVD; copy of scavenger hunt to any children
4. Assist visitors with gift shop purchases
5. Answer visitors' questions to the best of your knowledge
6. Report any problems with exhibits to staff
7. Answer any general phone calls about museum; record any messages
8. Light tidying of museum (for example, making sure restrooms are stocked)
9. Occasional assistance with setting up for our education programs and events
10. Record profit made at end of day.

Interested applicants should send:

- 1) Coverletter detailing specific interest
- 2) Resume
- 3) General Scheduling Availability for the coming year

Email ASAP to Nomi Dayan, Program Director at ndayan@cshwhalingmuseum.org.
EMAIL ONLY; No Phone Calls Please.

Posted October 24, 2012