



POSITION ANNOUNCEMENT

VISITOR ASSOCIATE – P/T

POSITION SUMMARY

The Visitor Associate positively interacts with visitors throughout the Witte Museum. The Visitor Associate monitors all museum exhibits, operates the H-E-Buddy SkyCycle®, and Mt. Witte. The Visitor Associate is responsible for enhancing the visitor experience, assisting visitors with exhibit interactive components, ensuring the safety of the visitors and exhibits, and maintaining the excellent operating condition of the exhibits. The Visitor Associate administers surveys, takes visitor comments, welcomes visitors entering the museum, promotes membership and surcharged exhibit sales and provides information about exhibits, prices, and programs. The Visitor Associate assists Security and Public Safety in monitoring visitor activities.

RESPONSIBILITIES:

- Positively interacts with all museum visitors and provides immediate visitor service assistance
- Controls entry and exit of exhibits, H-E-Buddy SkyCycle® and Mt. Witte, explains and implements rules and regulations of safe use of the exhibits and maintains an orderly control of visitor traffic flow in this area
- Actively responds to visitor questions and emergency situations as they occur
- Conveys information about museum exhibitions, programs, and events to the visitors by utilizing the established information network
- Promotes Witte Museum membership and surcharged exhibit sales
- Patrols museum facilities and grounds to ensure the safety and security of visitors, staff, facilities, and collections
- Accurately and legibly completes exhibit condition checklists and attendance logs
- Works with Security and Public Safety to control visitor traffic flow in the museum
- Assists Security and Public Safety in responding to museum alarms and abnormal situations
- Helps maintain the appearance of the Witte Museum
- Provides emergency CPR/First Aid to museum visitors and staff as needed
- Performs other duties as assigned

EDUCATION:

- High School diploma or equivalent required

EXPERIENCE AND SKILLS:

- Must be able to assess a situation and take appropriate actions
- Must be able to work independently and as a team member
- Must be energetic, enthusiastic, detail oriented
- Prefer bi-lingual (English/Spanish)

PHYSICAL REQUIREMENTS:

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and after hours
- Ability to work evenings and weekends as needed

The Witte Museum is an equal opportunity employer.

Closing date: Until Filled

Resume may be emailed to: human resources@wittemuseum.org