

## **JOB DESCRIPTION**



## **MUSEUM RECEPTIONIST**

**(Part-time)**

### **DEFINITION**

Under general supervision, to perform receptionist, security, and switchboard duties for the Grace Hudson Museum; perform clerical work as assigned, and perform other related work as required.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Answers multi-line telephone and routes calls or takes messages as appropriate. (E-M)
- Receives visitors and coordinates the sign-in book, provides orientation to the facility, accepts donations, accounts for attendance and donations on the appropriate forms, and provides tourist information to visitors. (E-M)
- Performs a variety of related clerical work.
- Provides basic information to the public on museum hours and tours. (E)
- Directs visitor flow in museum and on tours, providing access to professional staff as necessary. (E-M)
- Performs constant security supervision inspection of the gallery and routine de-activating and re-activating of security systems when opening and closing the Grace Hudson Museum (weekends only) and the Sun House. (E-M)
- Provides assistance for tours in Museum and Sun House. (E)
- Coordinates docent schedule and provides volunteer support. (E)
- Sells tickets for various Guild functions from the reception desk.
- Performs light household cleaning or maintenance duties, such as cleaning glass cases.
- Schedule tours and keeps tour calendar current. (E)
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Office and telephone procedures and practices.
- Museum programs and activities.
- Basic word processing programs.

#### **Ability to:**

- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Use good written and verbal skills, using good English grammar and diction.
- Deal effectively and pleasantly with persons needing assistance.
- Interpret and explain Museum programs and activities in a clear, concise fashion.
- Work flexible hours, including weekends and holidays.

#### **Education and Experience:**

High School diploma or equivalent with associated reading, writing, and speaking skills. One year of experience performing clerical duties and working with the public.

#### **Necessary Special Requirement:**

- Ability to work weekends.

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