

Naranja Museum of Natural History

Part Time Museum Associate Position

At the Naranja Museum, the weekend museum associates are the first point of contact for all our visits. We are looking for motivated individuals to help welcome guests into the museum and ensure they have a wonderful museum experience. Museum associates will help open and close the museum, answer guests questions, will process all ticket office and gift shop sales, will help with museum housekeeping and assist in other projects. Museum associates may also be asked to be a tour guide for weekend group tours/birthday party tours.

It is important for museum associates to maintain a pleasant and welcoming disposition towards visitors at all times. We are looking for individuals who are self-motivated and will find ways to help around the museum during slow business times.

The Naranja Museum associate position is a great opportunity to work within a museum environment and gain experience in retail, museum work, nonprofit work and more!

HOURS AND RATES

Hours: Saturday 9:45am-6:00pm, Sunday 12:45pm-6pm

Summer Hours: There are more hours available during the summer as other staff assist with summer camp. Hours range from around 20-30 hours.

Additional hours may be included for special events.

Starting rate: \$7.25/hr

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Open and Close the Museum
- Process all gift store and admission sales
- Greet and Welcome guests
- Serve as a tour guide as needed
- Answer questions and address visitor complaints
- Maintain front desk and gift store
- Help with museum housekeeping (cleaning bathrooms, cleaning glass, sweeping)

EDUCATION/QUALIFICATIONS

- Must be at least 17 years old
- Must have reliable transportation
- Must have a customer-oriented attitude
- Work well with others
- Ability to represent the Naranja Museum of Natural History in a consistently positive and professional manner with both internal and external audiences
- Will need to pass criminal history and reference checks

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Museum associates will work primarily within the front ticket office or gift shop as well as throughout the museum. The Naranja Museum attracts many school-age children and the noise level within the museum can vary from quiet to loud. The museum can also become crowded at times with many visitors needing help at the same time. Museum work is mostly indoors, but staff may be asked to help with light clean up outside from time to time. Museum associates will need to be able to sit, stand for a few hours at a time, will need to be able to speak with volume and confidence, will need to be able to walk around the museum and must be able to lift at least 50 pounds. The museum associate will also need to maintain a clean, well-groomed and modest appearance.

HOW TO APPLY

Print out application, complete and email to veronica@naranjomuseum.org.

A resume is not required but welcomed if you have one.