

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901-3191  
p: 607.734.3697  
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## ARNOT ART MUSEUM

### **GUEST SERVICES POSITION AVAILABLE** **Part-time**

**The Arnot Art Museum seeks a part-time Guest Services Representative to greet guests, answer questions, provide information, and promote Museum membership.** The successful candidate will be warm and welcoming, dependable, efficient, articulate and organized, and able to provide exceptional customer service. Candidates should have experience with point-of-sale software and the ability to learn other software applications. The position presents a regular Tuesday-Saturday weekly schedule of at least 20 hours per week, with some scheduled evening programs.

#### **Job Responsibilities**

- Welcome guests and handle admission payment.
- Share the Museum's history and collections with guests.
- Manage cash drawer and credit card payment processing. Close drawer (with report) each morning.
- Answer phone calls and direct caller accordingly.
- Monitor security cameras.
- Manage data files.
- Maintain professional workspace.
- Research projects as assigned.
- Build monthly reports on media calendars, website, and phone system.
- Other duties as assigned.

**The Arnot Art Museum is** a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of seventeenth to nineteenth century European paintings and nineteenth to twenty first century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.

#### **Qualifications**

- Comfort in interacting with new people and large groups.
- Strong written and oral communication and mathematical skills.
- Excellent attention to detail, exceedingly well-organized.
- A professional and flexible, personable and polite manner.
- Ability to recognize the importance of responsibility, authority and accountability.
- A willingness to work non-traditional hours, think independently, take initiative, and meet deadlines.
- Must be available to work a flexible schedule, including Saturdays and some evenings.

#### **Timeline**

Applications will be accepted until the position is filled.

#### **Contact**

No telephone inquiries, please. Email a resume and letter of interest to: [director@arnotartmuseum.org](mailto:director@arnotartmuseum.org)

Alternately, you may mail to the Executive Director's attention at:

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235 Lake Street  
Elmira, New York USA 14901