

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

GUEST SERVICES POSITION AVAILABLE

Part-time, 15-25 hours per week with opportunity for growth

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. The position presents a regular Tuesday-Saturday weekly schedule of 15-25 hours per week, with some scheduled evening programs.

Job Responsibilities

- Welcome guests, describe exhibitions, share Museum's history, and answer visitor questions.
- Handle admission payment, manage cash drawer and credit card payment processing.
- Answer phone calls and direct callers.
- Monitor security cameras.
- Manage data files.
- Maintain professional workspace.
- Research projects as assigned.
- 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, personable and polite manner.
- Ability to recognize the importance of responsibility, authority and accountability.
- Ability to 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 & letter of interest to: director@arnotartmuseum.org
Alternately, you may mail to the Executive Director's attention at:

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