

# DIXON

GALLERY & GARDENS

## **VISITOR ENGAGEMENT ASSOCIATE (Part Time)**

This position is stationed in either the Catmur Foyer or the Admission Booth and is responsible for greeting all guests in a friendly and positive manner, processing first-time memberships and membership renewals, answering questions about the museum's history and exhibitions, and informing guests of current events in the museum and gardens.

### **Hours:**

Part-time, up to 29 hours per week. Must be available to work weekends. Must be able to work holidays as needed.

### **Responsibilities include but are not limited to:**

- Greeting and orienting guests as they enter the gardens and galleries
- Handling cash, check, and card transactions for membership payments and donations
- Maintaining supply of informational materials for guests' perusal
- Selling memberships to visitors and upgrading existing memberships
- Maintaining cleanliness of work area(s)
- Collaborating with the security team to ensure proper museum safety and security
- Participating in docent training and exhibition education
- Answering phone calls from main phone line and directing calls to relevant extensions as necessary
- Assisting with Dixon after-hours events as needed
- Other duties as assigned by supervisors (Managers-on-Duty, Director of Operations, etc.)

### **Qualifications and Requirements:**

- High school diploma or equivalent is required. College education is preferred.
- Experience in cash handling and sales is preferred.
- Must have excellent customer service skills, written and verbal communication skills, basic computer skills, and ability to work in a collaborative team environment.

Please send a cover letter and resume to Rachel Sturch at [rsturch@dixon.org](mailto:rsturch@dixon.org).