

Part-Time Guest Services Associate

Job Location Arlington, Texas

Position Type Part-Time

Salary \$15.00/hour

Pillars of the AMA

- Immerse - Immerse yourself in the diversity of art hosted at the museum
- Ignite - Ignite passion for the arts in yourself and visitors
- Innovate - Always strive for something new that pushes the boundaries of innovation and creativity
- Impact - Create a positive impact in the community through the arts

Job Description

Reporting to the Guest Services Managers, the Guest Services Associates are a visitor-facing position and should have the capability and availability to staff various areas of the museum, including but not limited to, front desk ticket purchases, check-in exhibit attendants, and gallery monitors. The Guest Services Associate will also work closely with the Director of Visitor Experience to ensure that museum operations are safe and efficient, while also being able to address any visitor concerns. Guest Services Associates must consistently provide excellent guest service while answering questions and providing information about the different aspects of the Arlington Museum of Art.

Qualifications

- Must be available to work approximately three (3) days a week during the museum's regular public hours
- Assist with opening and closing operations of the museum
- Provide information regarding the current exhibits
- Encourage guests to become members and effectively report new memberships as they are purchased
- Handle sales transactions quickly, effectively, and accurately
- Must be able to work after hours events when needed
- Must have a positive attitude and enjoy interacting with the public
- Completion of background check
- Must be 18 years of age or older to apply

Preferred Qualifications

- High School Diploma or equivalent
- Prior experience in retail and/or customer service
- Basic knowledge and capabilities with computers, ticketing software, and POS systems
- Spanish speaking is a major plus

Benefits

- Free parking at the museum
- 4 free exhibit admission tickets for each exhibit
- Employee discount in the museum gift shop

EQUAL OPPORTUNITY EMPLOYER

This company does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex (including pregnancy), marital status, disability, age, veteran status, genetic information, and any other status as protected by applicable law. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.