



Part-time Guest Services - Job Description

Part-time; non-exempt; 16 hours/week at \$12.00

The Bosque Museum is looking for a Guest Services staff member to greet customers, prepare social media posts, and be the face of a high-performing rural history museum on the weekends.

Responsibilities

- Greet and assist guests upon arrival, providing information about exhibits, programs, and museum policies on all Saturdays (10 am – 5 pm) and Sundays (12 pm – 5pm).
- Process admissions, event tickets, and gift shop sales using our sales system accurately.
- Occasionally give group tours
- Create and prepare social media posts for the Executive Director's approval
- Maintain a clean and well-organized front desk area and visitor spaces.
- Support museum staff on special events and programs as needed, including set-up and strike.
- Light data entry of admissions

Required Skills

- Cash handling skills
- The ability to seamlessly communicate both on the phone and in person.
- Friendly, outgoing, positive demeanor
- Passion for local history
- The ability to stand for periods of time and lift up to 20 pounds.
- Basic computer skills; including familiarity with social media posting on Meta Business Suite

Interested candidates should submit a resume with relevant experience to Director@BosqueMuseum.org. We look forward to welcoming the best candidate to the Bosque Museum team.

