



**JOB TITLE: Visitor Services Assistant (part-time, seasonal through November 15)**

**PRINCIPAL RESPONSIBILITIES:**

- Assist in the daily operations of the admissions desk with a focus on customer service
- Assist in the daily operations of the museum shop
- Lead guided tours of Cupola and conduct other public programming
- Serve as Point Person on an as-needed basis
- Assist with light cleaning duties
- Assist with light clerical duties

**DETAILS:**

- Approximately 20-30 hours per week
- Flexible scheduling availability required to help the museum meet its customer needs
- Weekend and occasional evening hours required

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to operate and balance Point of Sale (POS) cash register and ticketing system
- Excellent interpersonal skills; enjoys working with people of all ages and backgrounds
- Strong verbal and presentation skills

**PHYSICAL REQUIREMENTS:**

- Must be able to lift at least 40 pounds

**HOW TO APPLY:** Applications will be accepted until the position is filled. No phone calls please. Please forward a cover letter and resume to Codie Eash, Operations Manager, at [ceash@seminaryridge.org](mailto:ceash@seminaryridge.org) or by mail to:

Codie Eash, Operations Manager  
Seminary Ridge Museum and Education Center  
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