

Phoenix Art Museum is looking for a responsible, polite and courteous ***part-time Visitor Services Associate*** to work up to 15 hours a week, helping to greet and help Museum visitors with utmost courtesy and respect, answer visitors' questions regarding the Museum's collections, exhibitions, events, and facilities.

**Job Duties include:**

1. Report to work punctually, prepared for each scheduled shift.
2. Display courtesy and sensitivity in dealing with the public.
3. Remain informed and answer questions regarding exhibitions and events at the Museum.
4. Operate ticketing system to collect visitors' admission fees and complete transactions as directed. Verify membership status of visiting members.
5. Actively promote Museum and Support Group memberships to visitors. Assist patrons with membership application forms, and process Museum membership fees.
6. Fulfill end of shift closing procedures and prepare appropriate documents.
7. Keep brochure racks stocked and neatly organized. Assist visitors with finding information of interest.
8. Communicate with staff and visitors in person or by telephone in a professional manner.
9. Data entry.
10. Other duties as assigned.

**Minimum Qualifications**

Education:

1. High school graduate or equivalent.
2. Minimum of one year experience in a customer services environment.

Knowledge of:

1. Experience in cash handling and knowledge of cash handling procedures.
2. Knowledge of the downtown Phoenix area is desirable.
3. Knowledge and appreciation of art and or/ museum operations desirable.

Skill and ability to:

1. Have a neat, professional image and positive attitude.
2. Strong computer (including problem solving) skills; Windows environment and data entry.
3. Strong communication skills and ability to interact effectively with a wide range of Museum members, visitors, volunteers, and staff.
4. Foreign language skills desirable.

**Email cover letter and resume, with Job Code PAM-VSA to: [HR@phxart.org](mailto:HR@phxart.org)**

Job Status: part-time, regular, non-exempt

EOE