

Position Description: Weekend Manager (part-time)

Qualifications:

The Weekend Manager must possess good communication skills, be adept at operating basic security and cash register systems and be flexible and willing to adapt to a variety of situations. The Weekend Manager must be comfortable conducting tours, serving visitors in the museum shop, and addressing the needs for weekend events and programs.

Responsibilities:

The Weekend Manager reports to the Executive Director and will work in cooperation with the External Relations Manager and the Director of Operations. He/she/they shall have the full support of other staff members in the execution of all assigned duties.

Responsibilities include:

- Opening and closing the Decorative Arts Center on Saturdays and Sundays and preparing the Center for the public. Opening/closing requirements will vary with changing exhibitions.
- Supervising weekend volunteers.
- Greeting visitors and conducting tours, as needed. Collecting tour fees, when appropriate.
- Managing the operation of the museum shop and serving as the clerk, as needed.
- Closing the shop at the end of the day and securing any income from sales or other sources appropriately.
- Understanding and operating basic security and lighting systems.
- Be mindful of the safety, security and appearance of the property on Saturdays and Sundays, and helping to keep the building and grounds presentable and safe for the public.
- Serving as the Center's weekend event liaison, responsible for on-site coordination with speakers, teachers, and/or vendors. Meeting their needs and expectations when possible within the guidelines presented by the Executive Director, the External Relations Manager, and Director of Operations.
- Performing other duties as assigned by the Executive Director or his/her/their designee.

Hours:

Regular hours: 12:30-4:15 pm Saturdays and 12:30-4:15 pm Sundays, except closed holidays.

In addition, the Weekend Manager is responsible for staffing functions scheduled for Saturdays and Sundays. This can include evening events and an occasional morning event. The Weekend Manager may be required from time to time to arrive earlier than 12:30 p.m. to provide access to the Wendel Center for Art Education or Reese-Peters House for programs and classes. These activities will be scheduled in advance, and the Weekend Manager will receive prior notice, including special needs such as arrival time and audio-visual equipment/support.

Contact:

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