

PART-TIME VISITOR SERVICES COORDINATOR

PART-TIME VISITOR SERVICES COORDINATOR Museum London

Museum London seeks a part-time Visitor Services Coordinator on an as-needed-basis Tuesday through Sunday. Reporting to the Executive Director or designate, the successful applicant will perform reception and secretarial duties as well as monitoring of visitors and offering general information to the visiting public.

WORK PERFORMED

- 1) Performs general reception and switchboard duties for the museum in a pleasant and helpful manner as the first contact with the public.
- 2) Monitors visitors to the museum with the help of visual screens installed in the reception area.
- 3) Books tours and other programs as required.
- 4) Performs secretarial support for the community relations and development areas of the Museum.
- 5) Maintains binder on general information desk procedures. Maintains file on current gallery exhibitions and institution's program information to provide current and accurate information to the public. Updates material for the bulletin board.
- 6) Receives and distributes mail and courier materials. Processes outgoing mail items in the absence of the Curatorial Assistant.
- 7) Receives and records payments for, programs and events and forwards to the finance department daily.
- 8) Maintains attendance statistics.
- 9) Performs other related duties as required.

EDUCATIONAL QUALIFICATIONS

Grade 12 with secretarial experience is a necessity.

SKILLS/ABILITIES

Excellent interpersonal skills with customer service focus a must. Computer literate with a good basic knowledge of word processing and other fund raising software programs beneficial. Data entry experience is a must. Switchboard experience is helpful.

Museum London is an equal opportunity employer. We thank all applicants but must advise that only those selected for interviews will be contacted.

APPLICATION BY E-MAIL TO cmercercer@museumlondon.ca