



Visitor Services Associate

The WG Museum seeks people who love to interact with visitors of all ages to represent the museum at our front desk and gallery space. As a VSA, you are responsible for:

- greeting museum guests and groups in a friendly manner and sharing the museum's unique story
- engaging guests with our exhibits and activities, answering their questions and guiding them to other staff when necessary
- selling merchandise in the gift shop and operating point of sale equipment; processing admission fees and memberships, and signing guests up for museum activities
- ensuring that the gift shop is well stocked and well maintained.
- ensuring that museum spaces are clean and that guests attended to during their visit
- working with staff, and on your own, to learn about the museum's collection
- following staff policies and museum standards and helping to promote the museum's mission and goals
- providing program support as needed

This is a seasonal, non-exempt position available part-time from May 23 through October 28, 2017 that reports to the Manager of Visitor and Member Services. The position requires working Saturdays and may include some holidays, special event work, or occasional evening hours. Ideal candidates for this position will truly enjoy working with the public and will have exceptional customer service and interpersonal skills. Retail experience including merchandising and handling sales transactions is preferred. Teamwork, dependability, and strong communication skills are key, and an interest in the arts, birds, natural history, or cultural heritage is welcome. A high school diploma and interesting life experience are required for this position, a bachelor's degree or coursework preferred.

The Wendell Gilley Museum Mission and goals

The Wendell Gilley Museum is a community center that celebrates the life and work of Wendell Gilley, a pioneer in the field of decorative bird carving. It teaches the art of bird carving and presents art exhibitions and educational programs with a special focus on people, nature, and art. The Museum endeavors to inspire appreciation of the visual arts, engagement in artistic creativity, and respect and care for the natural world. www.wendellgillemuseum.org

To apply, please send a brief letter describing your interest and qualifications for the position along with a resume to: info@wendellgillemuseum.org. EOE.

Rate: \$10.00 - \$14.00 DOE

Period: May 23 – October 28

Location: 4 Herrick Rd, Southwest Harbor, ME