

Part Time Receptionist/Store Associate

The Montclair Art Museum is seeking an energetic and out-going receptionist on a part-time basis 20- 30 hours/week. The Receptionist will be mainly responsible for greeting and screening Museum visitors and phone calls, collecting appropriate admission and program fees, providing general information about the Museum. Computer literacy is essential.

Duties include, but are not limited to those noted below:

- Greet Museum visitors, collect admission fees, track attendance.
- Assist visitors and callers with information about the Museum and its exhibitions and programs, directions, etc.
- Receive deliveries and alert staff members to the arrival of their packages.
- Maintain the appearance of the Reception Desk and orderliness of file drawers.
- Keep buttons, standard forms, and brochure racks stocked.
- When necessary, provide coverage at the Museum's Administration Building.
- When necessary, provide brief coverage in the Museum Store.
- Assist with projects when assigned by your Supervisor.
- Uses knowledge of products and exhibitions to provide excellent service to Museum Store customers.
- Creates daily Sales reports for Finance department
- Opens and closes store
- Pulls merchandise for store restocking and packages and prepares merchandise for shipping.
- Maintains appearance of displays and organization of book sections with an emphasis on cleanliness and attention to detail.

Qualifications: The person must be able to work weekends, evening hours, and maintain flexible hours. High school education required. Preferably 2 years experience or more in a retail operation. Must be able to operate a computer cash register.

Pay: \$8.50/hour

Please send resume to istollman@montclairartmuseum.org with the word Receptionist in subject line. The Montclair Art Museum is an equal opportunity employer.