

**Exploration/Front Desk Agent**  
**10-20 hours per week; afternoons & weekends**  
**Job Description**



The Exploration/Front Desk Agent will assist in operations at the Museum, including, but not limited to, working at the front desk, interacting with guests, and maintaining a clean environment. The person must be outgoing, have a passion to serve children and families, and be flexible and detail-orientated. They must also be able to process admissions, memberships, program registrations, birthday parties, and museum store transactions. Position requires previously demonstrated excellence in guest service skills.

Responsibilities

- \* Supports children and families in exhibits, programs, and educational opportunities
- \* Assist with everyday operations of the Museum
- \* Positively interacts with children and families and contributes to a great Museum experience
- \* Actively recruits new members and volunteers
- \* Works at the front desk, including operating cash register, welcoming visitors, taking group and birthday reservations, etc.
- \* Sells Museum services to members and visitors
- \* Maintains exhibits for safety and cleanliness

General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. KACM reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

Qualifications

- \* Ability to connect with children in educational activities
- \* Ability to use Microsoft Office and related software
- \* Knowledge of cash register procedures and/or retail experience
- \* People-oriented with excellent communication skills
- \* Able to exercise good judgment while working independently and collaboratively; works well in a team environment.
- \* Self-directed, self-motivated and responsible
- \* Reliability is a must
- \* Punctual, neat and accurate in work habits; precise and detail-oriented.
- \* Strong organizational and time management skills necessary

Reports directly to Operations Manager

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_