



Position Available: **Guest Services Associate**

Employment Category: **Part-Time/Non-Exempt**

The Buffalo History Museum is seeking a part-time Guest Service Associate starting in mid-late August.

**Overview:**

The Guest Services Associate provides consistently welcoming, high-quality customer service, assisting guests with Museum admission, event tickets, membership, and gift shop purchases as well as planning their Museum visit. Hourly schedule ranges from 12-20 hours per week- primarily weekend and special event evening shifts.

**Preferred Skills and Abilities:**

- Passion for the Museum's mission and for stories of WNY.
- Ability to perform reception duties in a welcoming manner.
- Maintains a positive, professional, guest-centric attitude while handling multiple tasks.
- Ability to use Microsoft Office 365 programs and Point of Sale system.
- Dependability and organizational skills required.
- Flexibility to work days, evenings, weekends, special events and holidays.

**Pay**

This part-time non-exempt position will pay an hourly wage of \$12.50/hr

**How to Apply**

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Guest Services Associate" and in subject bar to Kelsey Reed, at [kreed@buffalohistory.org](mailto:kreed@buffalohistory.org) by Friday, July 23rd. No phone calls.