



Visitor Service Associate

The Slate Valley Museum (SVM) in Granville, New York seeks a seasonal employee to help manage the front desk and admissions area and provide basic administrative support.

Brief Organization Description: The museum opened in 1995 in the middle of the Slate Valley, the geological area located along the New York/Vermont border where some of the hardest and most colorful slate in the world has been quarried for more than 175 years. The museum explores the geology of slate, the technology of the quarrying and milling processes, craftsmanship and skill as demonstrated in working slate (both functional and aesthetic), and the history and legacy of immigrant groups who have come to work in the industry.

About the Position: This paid position focuses on: 1) providing services to the museum's visitors; 2) supporting programs, events, and workshops; and, 3) conducting basic clerical activities.

Primary duties will include:

- Greeting visitors and assisting them during their museum visits
- Taking program, workshop, and event registrations
- Processing payments for registrations
- Facilitating gift shop transactions
- Answering phone calls and directing messages to appropriate staff members
- Assisting staff members with implementing programs, workshops, and events, as needed
- Learning the museum's content to be able to answer visitors' questions
- Basic clerical assistance, as needed

Duration and Compensation: The pay for this position is \$18 per hour for 21 hours per week with additional hours available depending on calendar and program schedule. The workweek will include rotating days from Tuesday through Saturday. The duration of the work term is somewhat flexible but the hope is for the position to run through Columbus Day.

Preferred Qualifications:

- Strong communication skills and comfort engaging with the public
- Previous work in customer service; experience at museums preferred but not required
- Proficiency in technology, including basic office programs
- Comfort in answering phones and taking messages
- Ability to take direction, work independently, multi-task, and adapt quickly throughout the day as demands and tasks change
- Strong organization skills
- Ability to perform physical tasks that required moderate physical exertion, including standing for extended periods of time, walking on varied surfaces, working indoors and outdoors, and the ability to lift/move 50 lbs.
- Flexible schedule, including the ability to work some evenings and occasionally shift workdays
- Valid Driver's License required, as off-site work might be required on occasional days

Applications will be accepted until the position is filled: Please send a cover letter describing how your skills and experience make you the best fit for this position; resume; and contact information for three references to Executive Director Sarah Kijowski at executivedirector@slatevalleymuseum.org.