

FLINT CULTURAL CENTER CORPORATION

601E. Second Street

Flint, MI 48503

Job Posting

Job Title: Guest Services Representative
Location: Sloan Museum/Longway Planetarium/Buick Automotive Gallery
Reports To: Guest Services Manager
FLSA Status: Non - Exempt
***Part-Time Position**

**Job
Description
and
Qualifications:**

GENERAL DESCRIPTION

The Guest Services Representative is responsible for providing exceptional guest service. The Representative will handle gift shop sales, admission tickets, light cleaning ensuring that the facilities are neat, clean and welcoming to our visitors.

RESPONSIBILITIES

- Collects admission fees and handles gift shop sales during regular business hours and during after hours special events.
- Assists patrons in late seating in Planetarium or to seating areas for workshop or special programs.
- Provides visitors with general information in a friendly, courteous manner, in person or over the phone.
- Prepares facility for the business day, including setting up hands-on galleries, turning on lights and A/V equipment.
- Conducts daily light cleaning, including dusting the gift shop and front desk, cleaning glass on front doors, emptying trash cans in visitor areas, and vacuuming. Detailed guidelines and procedures may be found at each facility.
- Conducts regular walks through exhibit galleries for security purposes and to ensure that visitor spaces are neat and clean.
- Assists Special Events Manager or their representative with set up and clean up of special events.
- Assisting children and families in hands-on galleries.

QUALIFICATIONS/SKILLS REQUIRED

- Excellent customer service skills
- Experience using POS registers and handling money
- Excellent telephone etiquette
- Ability to work well in a team environment
- A positive, friendly demeanor

EDUCATION AND/OR EXPERIENCE

High School Diploma required.

Apply To: Email Resume to hr@fcccorp.org OR mail resume including references to:
Flint Cultural Center Corporation
Attention: Human Resources
601 E. Second Street, Flint, MI 48503

Date Posted: 7.13.18 **Posting will remain active until filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer