

**Michigan Women's Hall of Fame
Meridian Mall – Okemos, Michigan
Guest Assistant | Visitor Services
\$9-\$11/hour, 20 hours/week**

The Michigan Women's Hall of Fame is moving to a new location at the Meridian Mall in Okemos, Michigan and is seeking part-time Guest Assistants to operate museum visitor services, primarily in evening and weekend hours. This move will be complete by early May 2017 when operations will resume at the new location.

Description: Creates a highly positive experience for Museum guests that is conducive to repeat visitation, membership conversion, and positive word of mouth for the Museum. Sells daily Museum admission, film, and program tickets, memberships, and gift shop sales. Processes credit cards and coupons, rings up cash, and issues change. Generates proactive sales efforts throughout the Museum. Proactively and warmly welcomes guests, responds to questions, and offers guidance. Ensures smooth flow of visitors by proactively guiding visitors to various queues and spaces. Resolves general complaints from guests and members on site. Stays abreast of current and upcoming exhibitions, films, educational programs, and marketing campaigns. Helps maintain inventory of gift shop items, printed information and marketing materials, and ensures signage is properly placed. Ensures museum and gift shop are kept clean and orderly throughout the day and at close. Performs other duties as assigned. Reports to Executive Director. Evening and weekend hours are required.

Requirements: Bachelor's degree in history, museum studies, public history, anthropology, women and gender studies, art history, education, or currently enrolled in related degree programs. Proficiency with computers/Windows. Exceptional customer service skills, customer service experience, and passion for women's history. Previous museum experience strongly preferred. Must be able to work weekends, evenings, and holiday periods.

Please send cover letter and resume to Caitlyn Perry Dial, Executive Director, Michigan Women's Hall of Fame at cpdial@michiganwomen.org.

Equal opportunity employer