



# Fairfield Museum

AND HISTORY CENTER

**Position Title:** **Assistant Visitor Services Manager**  
**Reports To:** Visitor Services Manager  
**Level:** Part Time, hourly

**Function:** Responsible for overseeing the visitor experience at the Fairfield Museum, including reception, answering phones, assisting visitors and assisting with Museum Shop sales.

**Hours:** Saturdays or Sundays, 10:00 AM – 4:00 PM, and some weekdays as needed.

**Duties:**

- As primary reception staff, answer phones, greet visitors and provide informed, professional and courteous customer service.
- Ensure that the Museum is well represented; maintain organized and tidy reception area, Museum Shop, staff kitchen, galleries and public areas.
- Oversee the Museum Shop experience including answering questions and offering item suggestions. Ensure items are neat and orderly on the shelves and replenish inventory as available.
- Use automated point of sale system to process cash receipts for admissions, store sales and program reservations.
- Gather and maintain email lists, update online calendars, assist with social media.
- Assist with room rental reservations
- Assist with the room preparation for facilities rentals
- Other duties as directed by the Visitor Services Manager

Experience / Skills / Education

- Professional, energetic, gracious, outgoing and helpful demeanor
- Excellent verbal and written communication skills
- Experience using MS Word, Excel, social media (Facebook, Twitter, etc) and point of sale systems. (preferred but not required)
- High School Diploma

**To Apply:**

Please email a cover letter, resume detailing work experience and three references to: [info@fairfieldhs.org](mailto:info@fairfieldhs.org). Please put “Assistant Visitor Services Search” in the subject line of your email. EOE. Applications are reviewed on a rolling basis.