

STUDENT VISITOR SERVICE ASSISTANT

Start Date: July 4, 2017

End Date: August 25, 2017

Closing Date: June 16, 2017

Purpose and Scope:

The Woodland Cultural Centre offers an opportunity for an individual to assist in various Visitor Service, Customer Service, and Administrative duties at the Centre. This position requires a highly motivated student who is interested in working within the Visitor Service program. The Visitor Service Assistant will be completing basic administrative duties, admission sales, item sales, inventory, and social media posts. The student will work in conjunction with the Visitor Service Coordinator and Outreach Coordinator.

Responsibilities:

- Working at the Front Desk
 - Answering the phone (Transferring calls and answering questions)
 - Greeting Guests
 - Accepting payments for museum admissions and items being purchased
 - Using the POS for payments
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 - Assisting Visitor Services Coordinator with various tasks regarding the museum reception area.
- Inventory
- Administrative
 - Photocopying
 - Printing
 - And other basic administrative duties
- Social Media/Marketing
 - Assist in the planning of Social Media Posts
 - Assist in the completion and success of the Social Media Strategy

Skills:

- Oral and written communication skills
- Possess strong communication skills
- Self-motivated, highly independent, organizational skills

Reports and receives direction from the Visitor Service Coordinator