



### **NEW EMPLOYMENT OPPORTUNITIES**

Please apply directly to [kendra@vanderbiltmuseum.org](mailto:kendra@vanderbiltmuseum.org)

**Job Title:** Admissions & Retail Associate/Part-time

**Summary:** The Vanderbilt Museum and Planetarium is seeking a reliable part-time Admissions & Retail Associate to join our team and attend to the Admission's Desk, café and gift shop located inside of the planetarium lobby. The primary function of the Admissions & Retail Associate will be focused on selling tickets and gift shop items to the general public.

**Location:** Vanderbilt Museum & Planetarium, 180 Little Neck Rd., Centerport, NY 11721

The Vanderbilt Museum and Planetarium is located on the beautiful property of Eagle's Nest that once belonged to William K. Vanderbilt II. There are very few workplaces that are as picturesque. This is an excellent opportunity to join our wonderful team of employees, all of whom are excited to share and work together to bring the very best to the Museum and Planetarium visitors.

**Hours:** Part-time position Fridays, Saturdays and Sundays, weekday availability a plus

**Duties and Responsibilities include the following:**

- Provide exceptional guest satisfaction to our visiting patrons.
- Sell admission tickets and gift shop items.
- Promote and sell museum memberships.
- Cash control/deposits.
- Computer skills with a willingness and ability to learn and use the Vanderbilt's ticketing system, Altru.
- Basic cleaning of the planetarium lobby, café and gift shop.
- Must be available to work weekends.
- Perform other related duties as assigned.

**Skills:**

Adaptable, flexible, energetic and a fast learner  
Excellent customer service skills

Excellent verbal communication and  
interpersonal skills

**Experience:**

Retail experience highly desirable  
Interest in museums and planetariums/astronomy a plus

Smoking is prohibited on Suffolk County property.

*The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.*