



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Admissions & Retail Associate/Part-time

Summary: The Suffolk County Vanderbilt Museum and Reichert 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 public.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

The Suffolk County Vanderbilt Museum and Reichert Planetarium is located on the beautiful property of Eagle's Nest, the former summer residence of 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.

Pay Range: \$17.00 - \$19.00 per hour

Status: Year-round part-time, non-exempt

Hours: Year-round part-time position, **in person**, with varied days and evenings during the hours of Museum operation:

Fall/Winter – Fridays, Saturdays, Sundays; *candidate **MUST** be available to work on Saturdays

Spring/Summer - Tuesdays-Fridays & Saturdays and Sundays; *candidate **MUST** be available to work on Saturdays

The Museum is open during certain Holidays and for school closures, such as Presidents' week and winter break.

We are seeking a candidate who will have availability to work 2 – 4 days a week year-round **INCLUSIVE** of Saturdays.

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 museum's ticketing system, Altru.
- Basic cleaning of the planetarium lobby, café and gift shop.
- Usher patrons in and out of the planetarium theatre.
- Must be available to work weekends.
- Perform other related duties as assigned.

Skills:

Adaptable, flexible, energetic and a fast learner
Exceptional customer service skills
Punctual and professional presentation

Excellent verbal communication and interpersonal skills
Positive attitude

Experience:

Retail experience highly desirable
Interest in museums and planetariums/astronomy a plus
Computer proficiency (Required)
US work authorization (Required)
Drivers License (Required)

*Smoking is prohibited on Suffolk County properties.

The Suffolk County Vanderbilt Museum and Reichert Planetarium is an Equal Opportunity Employer.