

# Morris Museum

A SMITHSONIAN AFFILIATE

The Morris Museum is looking for a dynamic Visitor Services Associate to join its team. Visitor Services Associates act as ambassadors of the Museum and are the front line of communication with external parties. They are part of the Development Department which includes a Director, Manager of Institutional Giving, Membership Coordinator, and seasonal interns.

The current open shift is Wednesday and Thursday, 10:30am to 5pm (the Museum is open 11am-5pm). Applicants must be available both days for the full shift. On occasion, additional shifts open up and are offered. Compensation is \$16 per hour.

This position is suited for an undergraduate or graduate student looking to obtain art world experience, mid-career professionals looking to transition back into the work force, or transition away from a full-time position, or post-career professionals interested in a part-time, flexible role in a community organization. There is room for growth in the position.

## RESPONSIBILITIES

- Oversee all Admissions activities, including:
  - Welcome visitors in a professional and respectful manner
  - Process Admissions sales and sell Bickford Theatre tickets (and serve as Box Office back-up) with Choice Ticketing Software
  - Participate in daily managing of cash drawers including reconciling cash and charge receipts for daily deposit
  - Be knowledgeable on all public Museum activities (exhibitions, programs, performances, etc.)
- Perform Development & Membership functions, including:
  - Work closely with Development office to reach monthly goals for new member acquisitions
  - Upsell visitors to become members and expiring members to renew or upgrade
  - Appropriately steward members
  - Assist with mailings
  - Take and process general donations
- Manage front desk operations, including:
  - Maintain clean and organized Admissions Desk
  - Unlock and lock front doors at appropriate times
  - Ensure displays of printed materials are full and available (and alert staff when re-printing is necessary)
  - Answer phone and email inquiries, or direct to appropriate staff
  - Change posters behind Admissions Desk
  - Operate “Lost & Found”
  - Participate in emergency procedures
  - Routinely check restrooms and notify facilities as necessary
- Perform clerical and administrative tasks, including:

Morris Museum  
6 Normandy Heights Road - Morristown, NJ 07960  
PHONE: (973) 971-3700 / EMAIL: [info@morrismuseum.org](mailto:info@morrismuseum.org)

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- Log volunteer hours through ticketing system
- Print and organize daily staff sign-in sheet
- Perform transactions in Museum Shop as needed
- Other activities as assigned

## QUALIFICATIONS

- Demonstrated experience in art history, museum studies, non-profit management, or related field
- Sales/retail experience with outstanding customer service and interpersonal skills
- Exceptional ability to multitask and problem solve
- Have integrity and a positive attitude
- Takes initiative to seek out work during slow business hours; self-directed with an entrepreneurial style
- Must enjoy working independently and collaboratively
- High attention to detail
- Strong computer skills (knowledge of Microsoft Office Suite and basic systems preferred)
- Passion for promoting the mission and activities of the Museum

Please send cover letter, references, and resume to [info@morrismuseum.org](mailto:info@morrismuseum.org). Start date: Immediate

***The Morris Museum is an Equal-Opportunity Employer, dedicated to the goal of building a multicultural staff, with a passion to reach and serve our expanding, diverse public. We are also committed to providing reasonable accommodations to employees with disabilities.***

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