

Visitor Services Associate
20 hours per week
\$18 per hour
In-Person
Wednesday-Friday 12PM-4PM
Saturday 10AM-4PM
Seasonal
Start date: July 2024



Visitor Services Associate, Dyckman Farmhouse Museum Alliance

The Dyckman Farmhouse Museum, the last farmhouse in Manhattan, is a vital cultural asset in New York City. The mission of the Dyckman Farmhouse Museum Alliance (DFMA) is to support the preservation of the historic site, to be a catalyst for engaging, adventuresome programming and to be a good neighbor and a dynamic resource for the community.

DFMA is looking for a Visitor Services Associate. DFMA is seeking a highly motivated, creative, and detail-oriented candidate to assist during museum open hours. The associate will greet visitors, sell admission tickets, complete gift shop transactions, answer visitor inquiries, and perform administrative duties as needed. Applicants must be available to work on site in Inwood, Manhattan on Wednesday-Saturday.

Description

The scope of the projects and duties will vary, but will include:

- Work on site at the museum during open hours to greet and check in museum visitors
- Sell museum admissions and gift shop items to visitors
- Monitor front desk, and ensure adequate supplemental materials are available for visitors
- Assists and answers questions from visitors
- Assist with programming as needed
- Perform administrative duties as assigned

Qualifications

- 1 year customer service/cashier experience, preferably in a museum/arts setting highly preferred
- Bilingual spanish speakers highly desired
- High level of verbal communication skills required
- Ability to interact with customers, coworkers and vendors in a personable and engaging manner
- Interest in NYC and American history highly preferred
- Passion for our mission and commitment to community programming and equality.
- Familiarity with nonprofit organizations, underrepresented communities, and public programming is highly desirable.

To be considered for this position, you must submit a resume and letter of interest that best showcases your qualifications for this position to director@dyckmanfarmhouse.org. Incomplete applications will not be considered.

Applications must be submitted by 9 am ET on Monday, July 15, 2024.

No phone calls, please.

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The Dyckman Farmhouse Museum Alliance considers all applicants for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, DFMA complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it operates. DFMA also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. All interested individuals, regardless of background, are encouraged to apply.