



Position Announcement

Visitor Services Associate Part-time, Saturdays and Sundays

Description: The History Center of Lake Forest-Lake Bluff has just opened a brand- new history museum at 509 East Deerpath, Lake Forest, with a state-of-the-art permanent exhibit and gallery for rotating exhibits. The organization is seeking candidates for a new position, Visitor Services Associate, to open the museum on Saturdays and Sundays.

The Visitor Services Associate will greet visitors to the new museum on Saturdays and Sundays from 1 pm to 4 pm. Duties for this position include: opening and closing the museum building, greeting visitors and assisting them with the exhibits, surveying visitors and tracking visitor data, encouraging visitors to become members, promoting and selling tickets to upcoming events, and sharing information on how to access the research room during weekdays.

Depending on the candidate's availability, the Visitor Services Associate may share the weekend responsibility with a second associate.

Requirements: Strong interpersonal skills, ability to work independently, attention to detail, initiative, familiarity with Excel. High school diploma required; college students encouraged to apply. Position pays \$15 per hour.

Hours: Saturday and Sunday from 12:45 to 4:15 pm.

To Apply: Please send cover letter and resume to Laurie Stein, Curator, at lstein@lflbhistory.org. Position available immediately.

Posting date 10-10-18