The Southern Alleghenies Museum of Art is seeking part-time Visitor Services Associates. Visitor Services Associates (VSAs) welcome visitors to the museum and assist in the day-to-day operations of the Museum. Visitor Services Associates will need to be available Tuesdays through Saturdays 12:00 p.m. to 4:30 p.m. with some additional evening and weekend hours, depending on events.

Please email your resume (in PDF format) to Sandie Hampton at shampton@sama-art.org.

Job responsibilities (and other duties as assigned):

* Serve as the Museum’s representative to the general public: answer the telephone, greet/interact with visitors, and provide information on the museum’s exhibitions and activities.
* Assist all staff with any services: database entry, telephone contacts, mailing and emailing, gift shop and event sales, event and meeting setups, memberships, exhibition install, social media (FaceBook, Instagram, YouTube), etc.
* Maintain a good working relationship with all museum staff, trustees, and auxiliary members.
* VSAs will attend weekly “Site” staff meetings
* Comply with Covid-19 mandates – Masks, Cleaning, and Occupancy.
* VSA is responsible for the opening and closure procedures:
* Lock/Unlock the doors
* Turn the alarm on/off
* Turn the lights on/off
* Turn the security monitor on/off
* Prepare the Cash Drawer
* Maintain the front of the Museum (porches, sidewalks, flower pots, etc.)
* Run/Empty Dishwasher
* Maintain/Manage the Site’s email address and telephones.
* Maintain a supply of exhibition catalogs, price lists, and brochures. You may be asked to help create the exhibition catalog/brochure (i.e., Artist of the 21st Century).
* Events:
* Add event to SAMA’s OneDrive and desk calendar
* Add event to social media
* Help and/or create Live Streaming videos (tours, events, workshops, etc.)
* Help with meetings
* Help create/mail letters, invitations, and postcards
* Record reservations, donations, purchases, etc.
* Help set up and during the event and cleanup
* Mail:
* Day to Day Mail: Go to the post office (if applicable) and sort/deliver mail to staff
* Bulk Mail: label, count, and sort mailings for events and exhibitions
* Maintain a record of museum sales (gift shop, memberships, event tickets, sold artwork, etc.) at the front desk and send a report to the Office Manager.
* Maintain a daily Calendar of Museum Attendance at the front desk and update SAMA’s OneDrive / Attendance/MasterCalendar.xlsx file.
* Inventory and email office supply requests to the Office Manager in Loretto.
* Rentals:
* Make sure the renters understand SAMA’s rules/guidelines
* Have the renters sign the rental agreement and hold harmless form
* Arrange coverage for the date of rental
* Collect deposit and final fees
* Exhibitions:
* Help install and de-install exhibitions
* Repair/paint walls and modules
* Add exhibitions to the Master Calendar on SAMA’s OneDrive
* Help write/proofread all material for the exhibition
* Add to Social Media
* Check artwork in/out
* Create/Print didactics/labels
* Help create videos and QR codes for the exhibitions
	+ <https://screencast-o-matic.com>
	+ <https://www.gr-code-generator.com>
* Help and/or create Live Streaming videos (tours, events, workshops, etc.)
* Social Media:
* Check scheduled posts to ensure accurate information and edit/change as needed
* Check newsfeed to ensure accurate information and edit/change as needed
* Post new information and photos as needed
* Correspondence:
* Type and print letters and envelopes for mailings
* Print and assemble exhibition information, garden brochure, and sculpture brochure (if applicable)
* HOBO Information (if applicable):
* Weekly reading and emailing information to the Registrar
* Gift Shop:
* Price merchandise
* Create and update the spreadsheet
* Seasonally rotate Gift Shop
* You are the salesperson and cashier
* Skills and proficiencies (preferred but not required):
* Attention to detail and problem-solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Proficient in MS Office
* High school diploma or equivalent; college degree preferred
* Skills: teamwork, patience, accuracy, communications, judgement, etc.