



Position Description

ADMISSIONS COORDINATOR

Position Summary:

Sacramento Children's Museum is seeking an enthusiastic and reliable professional for the Admissions Coordinator position. This position plays a key role in day to day operations of the Museum. The primary role of the Admissions Coordinator is to staff the admissions desk. This includes interacting with visitors as they enter the Museum, answering phone calls and minor administrative tasks. The Admissions Coordinator should maintain the highest standards of friendly, helpful, and responsive visitor service at all times.

Job Title: Admissions Coordinator

Reports To: Visitor Services Manager

Exempt/Non-Exempt: non-exempt

Full-time/Part-time/Seasonal: Part Time, up to 20 hours per week

Compensation: \$15.50 - 19.00 /hour

Schedule: Tuesday and Wednesday. On call for additional shifts as needed.

Essential Functions

- Warmly greet visitors and provide an introduction to the museum;
- Handle cash and admission ticketing process in a safe and secure manner;
- Responsible for final count and deposit receipts at the end of the day;
- Maintain clean, orderly, and safe admissions area, front lobby and museum entrance;
- Answer visitor questions;

- Provide information to visitors about exhibits and programs;
- Answer questions about, actively sell, and process payments for SCM memberships;
- Record attendance and demographic information of members and guests;
- Communicate well with visitors. Remain polite, courteous, and helpful;
- Respond promptly to internal and external customer needs;
- Ensure that the Museum's rules and safety standards are followed;
- Work collaboratively with all SCM staff;
- Show initiative and maintain a proactive attitude;
- Complete assignments in a timely manner and within the Museum's standards;
- Perform other duties as assigned.

Minimum Qualifications

- Sustained availability on Tuesday and Wednesday
- Proven excellent customer service skills;
- One year experience in a customer service role preferred;
- Cash handling experience preferred;
- Excellent interpersonal and communication skills with both the public and coworkers;
- Bilingual skills preferred;
- Friendly, reliable, and punctual;
- Demonstrated experience working with children preferred;
- GED or High School diploma required;
- Knowledge of the Google suite (gmail, calendar, sheets) preferred

To apply, please submit your resume to info@sackids.org with "Admissions Coordinator" in the subject line.

Sacramento Children's Museum is an Equal Opportunity Employer.