

Louis Armstrong House Museum Corona, Queens, New York

Title: Museum Assistant III

Department: Louis Armstrong House Museum

Location: Louis Armstrong House Museum, Corona, Queens, NYC

Issue Date: Tuesday, November 11, 2008

PVN Number: RCL-761

Overview:

The Museum Assistant III is a full-time position. He/She (1) serves as the main staff person in the Welcome Center and Museum Store (greeting visitors, selling tickets and product), and (2) assists with the daily operations of the museum—a national historic landmark and NYC landmark that is open to the public six days per week.

Reports to: Assistant Director, Louis Armstrong House Museum

Duties include:

1. Open and close the site following established procedures.
 2. Assist visitors in the Welcome Center.
 3. Operate cash register.
 4. Assist with management of museum store.
 5. Answer the telephone and provide callers with appropriate information or referrals.
 6. Schedule tours, visitors, special events, meetings, etc.
 7. Supervise tour guides.
 8. Process paperwork (e.g., payment requests, purchase orders and compose routine correspondence.
 9. Maintain the cleanliness of the site.
 10. Conduct interpretive tours of the historic site.
 11. Assist with special events.
 12. Complete special museum projects.
- Other Duties: Other duties as assigned.

Salary: \$29,120 – \$32,760

Core Competencies/Qualifications:

Minimum Qualifications:

- (1) Bachelor's degree in museum studies, arts administration, music, library science, Africana studies, or other job related discipline.
- (2) Basic proficiency in MS-Word, Excel, Lotus-Notes, Windows, or equivalent software.

Highly Desired:

- (1) Fluency in Spanish and English;
- (2) Two-years experience in a museum or historic site.

To apply: http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvN=RCL-761 or www.rfcuny.org

Position will remain open until filled.

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