

The logo for the Georgia O'Keeffe Museum, featuring the text "Georgia O'Keeffe Museum" in white, sans-serif font on a black rectangular background.

Georgia O'Keeffe Museum

Position Title: Visitor Services Associate
Department: Welcome Center
Location: Abiquiu, NM
Pay Range: \$16.00/hr
Hours: Part-Time

Position Summary

This position is central to the visitor experience at the O'Keeffe: Welcome Center in Abiquiu, New Mexico. Visitor Services Associates are responsible for creating a warm and welcoming environment for all visitors.

VSAs work at the front desk of the Welcome Center which is open to the public year-round. Each day, visitors from around the country and the world come to the Welcome Center to learn about Georgia O'Keeffe, Abiquiu, and the surrounding area. When visitors arrive for tours or programs, VSAs check them in and explain guidelines. VSAs also help visitors plan their stay in Abiquiu by recommending restaurants, hikes, and other activities. Throughout the day, VSAs answer the phone, greet every visitor who walks through the door, and manages the online reservation system. When speaking with visitors, VSAs promote sales of museum admission tickets, memberships, lectures, and other Museum sponsored events in person and by telephone.

Weekend and holiday work may be required.

Responsibilities include but not limited to

- Resourceful and thoroughly knowledgeable about current and ongoing Museum exhibitions, historic Home & Studio tours, programs, and policies/procedures.
- Promote sales of museum admission tickets, memberships, lectures, and other Museum sponsored events in person and by telephone; assists with booking tickets.
- Greets visitors in a prompt, friendly, patient, attentive and professional manner.
- Maintains online reservation system; processes tour ticket sales and enters new reservations into database.
- Answers incoming phone calls, responds to email inquiries, and attends to any visitor inquiries in-person.
- Provides information about Abiquiu, other activities and restaurants; gives directions to various sites in the area and offers other information as applicable.
- Participate in customer service training and membership sales training as needed.

Special Projects or Additional Duties

- Willing to be crossed train and work in other departments when needed.
- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position.

Background and Qualifications

- GED or HS diploma is required.

- One year of customer service experience is required.

Skills and Abilities

- Willing to learn about Georgia O’Keeffe and related history; museum provides ongoing training; previous knowledge not required.
- Flexible and able to improvise.
- Highly responsible and able to work both independently and with others.
- Detail-oriented and comfortable working with many dates and names.
- Speed and accuracy with computers are essential.
- Enjoy talking with people from all backgrounds; clearly communicate area information, museum guidelines/policies, and other information as needed.
- Highly organized and detail oriented.
- Able to work independently and handle multiple priorities.
- Ability to work creatively and collaboratively in a team-based environment.
- Must be available to work weekends and holidays as required.
- Fluency in English required, additional languages preferred.

Benefits

This position is eligible for some benefits including: 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, and PTO.

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.