



POSITION ANNOUNCEMENT: *Visitors Service Clerk*

Status: Part time, non-exempt (15 hours per week)

Job Classification: Visitor Services Clerk

Pay Range: \$13.00 – \$15.00 per hour

General Description:

- Implements normal opening and closing procedures.
- Verifies accuracy of assigned cash drawer in the morning and close out of the drawer at the end of the day.
- Operates point of sales systems, collecting admissions and store revenue.
- Greets all museum guests and serves as primary point of contact for museum visitors and telephone inquiries.
- Coordinates the distribution of incoming packages for museum staff.
- Accounts for all guests coming into the museum.
- Ensures that local health and safety codes are enforced.

Expectations:

- Behaves appropriately around children and works well with diverse museum visitors.
- Has prior Visitor Services experience.
- Ability to work with little or no supervision to maintain a high level of performance.
- Must be able to work flexible hours, including evenings and weekends.
- Exceptional customer service skills.
- Effective communication skills.
- Keeps updated on events happening in the Baltimore area.

To apply:

Contact the Babe Ruth Birthplace & Museum in person or via email (shawnh@baberuthmuseum.org) for an application.

Send completed application and supporting documents to:

The Babe Ruth Birthplace & Museum
216 Emory Street
Baltimore, MD 21230
410.727.1539 X3040
ShawnH@baberuthmuseum.org

About:

The Babe Ruth Birthplace Foundation, Inc. is an independent, not-for-profit educational institution dedicated to perpetuating Maryland's storied sports heritage. This mission is executed through celebration and preservation of the historic legacy of Baltimore-born Babe Ruth, the Baltimore Orioles and Colts and Baltimore Ravens, as well as the local and regional sports at the amateur, collegiate and various professional levels.