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.