

Days of the Dead: Admissions Greeter

Job Title: Admissions Greeter

Staff Supervisor (Manager): Carrie Santell (Administrative Assistant)

Job Description: Admissions Greeters will provide excellent customer's service to *Days of the Dead* visitors through ticket sales, orientation, and gift shop sales.

Job Objective: To provide a warm welcome and appropriate orientation for visitors to the Days of the Dead exhibit; to ensure the safety of the exhibit and it's visitors; to provide excellent professional development for the volunteers themselves.

Duties and Responsibilities of the Job: Providing excellent customer's service to visitors by welcoming visitors to the Days of the Dead exhibit; Taking admissions and handling gift shop purchases through use of the cash register; Monitoring the exhibit on both floors to guarantee the safety of the artwork and guests; Coordinating with other greeters about sharing responsibilities and ensuring that all necessary tasks are accomplished.

Qualifications: Ability to sit, stand, or walk within the exhibit area comfortably for up to four hours at a time; Experience interacting with the public, maintaining a friendly and pleasant demeanor at all times; Speak fluent English, with Spanish fluency highly desirable; Previous experience working with a cash register highly desirable, or willingness to learn; Ability to follow directions.

Training Requirements: Four trainings will be required, two for the cash register system, one for the exhibit, and one for the Meek family history and house; Additional trainings may be scheduled with staff supervisors. Training will take place throughout September, with day time and evening sessions available.

Place of Work: The *Days of the Dead: Folk Art for the Third Millenium* exhibit will be displayed in the Meek Mansion in San Lorenzo from October 9th 2010 – November 14th 2010.

Public hours are Thursday-Friday from 3pm - 7pm, and Saturday-Sunday from 12 noon – 5 pm.
Community Day will be October 23rd, from 11 am – 7 pm.

Meek Park, 240 Hampton Road, Hayward, CA 94541

Minimum Time Commitment: Three full 4-5 hour shifts over the course of the exhibit run. Breaks are provided.