FiberMax Center for Discovery Part-Time Staff Member

POSITION SUMMARY:
The part-time position reports to the Center’s Executive Director (ED), and is directly supervised by the Center’s marketing manager. Position will be responsible for updating membership database and assisting with membership communications. This position will also help manage the front desk, gift shop and exhibits. Employee will be asked to help work evening event rentals at the FiberMax Center for Discovery (FCFD) and some Saturdays plus be part of a team, coordinating and working events and fundraisers. Additional duties include but are not limited to: creating weekly social media posts, store inventory and merchandise displays, taking pictures at events, and assisting with newsletter creation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
● Responsible for greeting visitors, answering phones, and responding to general inquiries. Must be able to run an iPad-based register, take admissions and check people out at the gift shop (training provided).
● Assists in all aspects of member communications, mailings, social media posts, and photographing events. Must have good phone etiquette and writing skills.
● Assists with meeting room set-ups for evening events, direct caterers and third-party vendors during event rentals, and serves as FCFD representative during rentals. Must be extremely responsible.
● Performs other duties as assigned.

SKILL REQUIREMENTS AND QUALIFICATIONS:
● Ability to greet guests, answer questions, help with school tours and work with children, and willing to act as a host for events held at the FCFD.
● A positive attitude and willingness to learn new skills with training provided for software programs such as DonorPerfect, Dropbox, Hootsuite and ShopKeep.
● Detail oriented and able to organize information well.
● Microsoft Office and Adobe Photoshop and InDesign skills preferred, but not required.
● General knowledge of Apple computers and AV equipment, running PowerPoints at events and general knowledge of how to troubleshoot potential problems.
● Ability to be responsible and assertive when working events.
● Customer Service or Retail Experience preferred.
● Professional presence.

WORKING CONDITIONS:
Duties are primarily performed in an office environment at a desk or computer terminal, but at times will assist in other tasks around the FCFD. Employee will be required to work a minimum of 15 hours a week, but 20 hours would be ideal. Preference will be given to applicants with availability on Wednesday and Friday mornings. Employee will be asked to work evening events at a higher rate of pay – training provided. We will work to accommodate the student's schedule.

PHYSICAL REQUIREMENTS:
● Ability to lift and/or carry up to 50lbs

The FiberMax Center for Discovery is an equal opportunity employer. This is a part-time position and pay is $11/hour with a higher rate of pay for working events. If a college student is applying, we would prefer a sophomore or junior, and we are open to helping a student gain internship credit through their work at the FCFD. This position can also be carried throughout the summer.

Application Instructions: Applicants should submit a resume, copy of class schedule and two references (at least one of which is professional). Please submit your application by January 19.

Email to director@agriculturehistory.org.