
Title of Position *	Visitor Services Assistant Manager
Institution *	International Museum of Art & Science
Position Location: City & State *	McAllen, Texas
Position Closing Date	

About the Institution

The International Museum of Art & Science (IMAS) a 501c3 opened to the public in October 1969 through the efforts of the Junior League, City of McAllen and other community members. We are located in McAllen, Hidalgo County in Deep South Texas in the Rio Grande Valley. Approximately 84% of the International Museum of Art & Science visitors are members of ethnic and racial minorities, and about 50% of our visitors each year are children who visit with their schools or other groups. In addition, we serve an area in a low-moderate income with 51% of the population at or below poverty. IMAS is a 50,000 sq. ft. facility with two main buildings and three outdoor areas including two sculpture gardens and RioScape which is an outdoor play scape explaining the Rio Grande Valley watershed. We serve over 75,000 visitors annually. We are accredited through the American Association of Museums. We are also a Smithsonian Affiliate and a member of the Association of Science and Technology Centers and Museums for All.

Our mission is to create an environment that inspires, educates and entertains the public through the arts and sciences. IMAS currently provides these services through exhibitions, cultural arts, science events, and educational programs and by managing its expanding permanent collections for display to provide the community and tourists of all ages with meaningful, significant and entertaining programs.

Institution Website Address	http://www.theimasonline.org
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Summary of Responsibilities

Responsible to meet, greet, inform and serve visitors. Assists Visitors Services Manager in maintaining front desk, lobby, and gift shop. Handles retail operations for the gift shop and Museum admissions. Answers telephones, handles point of sales, and provides information about the Museum services to the public. Assists with ordering supplies and merchandise. Handles paper work and assists with the operations of memberships. May aid from time to time the Museum Reservationist on booking tours, facility rentals, birthday parties, special events and other programs. Maintains literature supply in Museum lobby. Updates databases, assists with preparing reports for statistics, memberships and admissions. Completes register reports. Must be able to work weekends, evenings, and special events.

Required Qualifications

- High School Diploma or equivalent
- Must have experience in retail.
- Must be able to pass a Background Check
- Be able to speak both English and Spanish (preferred)
- Must be able to work a flexible working schedule including nights, weekends, and holidays
- Must be computer literate
- Must have excellent customer services skills including in person and over the phone

Compensation

Apply at this Website:

Apply with this email:

mgarza@theimasonline.com

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