
Title of Position *	Guest Relations Manager
Institution *	Dallas Heritage Village
Position Location: City & State *	Dallas, TX
Position Closing Date	
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About the Institution	
Institution Website Address	http://www.dallasheritagevillage.org
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Summary of Responsibilities	This position is responsible for managing all functions of the museum ticket office and gift shop and for supervising visitor relations staff.
Required Qualifications	Candidates must have: highly effective communication and interpersonal skills; well-developed time-management skills; ability to manage several tasks simultaneously and to analyze and solve problems with tact and good judgment in all situations. Candidates should consistently employ a professional demeanor and work ethic. High school diploma is required. Prefer 4–5 years experience in museum guest services management, or retail management. Two–three years experience with personnel supervision, cash and budget or retail sales and services management required.
Compensation	Position is part-time (approximately 28 hours/week) and requires regular weekend hours.
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Apply at this Website:	
Apply with this email:	jobs@dallasheritagevillage.org
Special Instructions to Apply:	Submit cover letter and résumé to: jobs@dallasheritagevillage.org with position title as subject line.
