## Visitor Services Assistant

**Marianna Kistler Beach Museum of Art**

**Campus:** Manhattan

**Starting date:** December 1, 2015

### Job Summary:

**General Description:**

The Visitor Services Assistant works approximately 30 hours per week. Roughly half of these hours are spent as the person in charge (PIC) on weekends and Thursday evenings, for shifts that cover museum open hours plus 30 min. on each end for opening and closing: 9:30-5:30 Saturday, 11:30-5:30 Sunday; and on Thursday evening, 5:00-8:30 pm. After-hours events and programs, and assigned tasks during regular business hours make up the remainder of the work week. He/she ensures that events and programs go smoothly, schedules student gallery attendants (GAs) for duty, and in all ways serves as host to provide excellent experiences for museum visitors, event attendees, and public program audiences. He/she is responsible for opening and closing the building according to protocols.

**Work Schedule:**

The VSA must be willing to adjust his/her schedule occasionally; this normally involves staying late on days when programs and events go beyond regular museum hours. The schedule outside of the mandatory Thursday, Saturday and Sunday hours is negotiable.

### Qualifications:

#### Required Qualifications:

- Associate's degree or equivalent work experience
- Experience hiring, training, guiding and supervising student employees
- Experience with customer service
- Excellent written and oral communication skills
- Ability to interact effectively with a wide range of people
- Experience with basic computer software (Microsoft Office)
- Willingness to have a moderately flexible schedule
- Ability to stand and walk indoors for the duration of a work shift
- Ability to use stairs, move and carry objects such as chairs or microphone stands
- Basic familiarity with AV equipment such as digital projector and microphones

#### Preferred Qualifications:

- Bachelor's degree or equivalent
- Knowledge of first aid and safety procedures
- Experience with security systems and protocols
- Good understanding of a university’s structure, protocols, and mission
- Proven experience working with diverse internal (university) and external (community) constituents

### How to Apply:

Please send a cover letter, resume and 3 references in one pdf document to rlonborg@k-state.edu.

### Contact Information:

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