



The Rhythm! Discovery Center announces the following part-time position:

Weekend Visitor Services Assistant

ORGANIZATION

Rhythm! Discovery Center is the world's foremost drum and percussion museum; founded by the Percussive Arts Society in 2009. Rhythm! features unique, interactive exhibits highlighting a rich collection of historic artifacts and hands-on percussion instruments. Drawing upon cultures from around the world, Rhythm! offers an incomparable experience in exploring the universality of rhythm and percussion, and its role in shaping communication, music, art, performance and society. Rhythm! also offers a diverse array of educational programming designed to supplement its interactive exhibits, providing a place for everyone to explore first-hand the world of percussion.

DESCRIPTION

The Visitor Services Assistant will provide friendly and courteous service to visitors of the Rhythm! Discovery Center while supporting general museum operations on weekends.

DUTIES

In consultation with the Museum Manager, and other R!DC and PAS staff:

- Provide exceptionally friendly and courteous service in face-to-face contact with museum visitors as they are the first people patrons interact with when entering Rhythm! Discovery Center;
- Work admission counter, including, but not limited to, operating cash register, selling merchandise, stocking gift shop, and general museum operations;
- Assist with facilitating weekend birthday parties;
- Responsible for the opening and closing of the museum, as well as monitoring upkeep and maintenance ensuring that facilities are clean and fully functional for visitors;
- Provide assistance with set-up and staffing of special events, including venue rentals;

QUALIFICATIONS

- Ability to work with museum staff, volunteers, and the general public in a courteous, helpful, and efficient manner; problem solve and exercise good judgment and diplomacy at all times;
- Skilled at working independently; demonstrating the highest levels of integrity, flexibility, and initiative;
- Accurately perform basic bookkeeping tasks; cash handling and reconciliation skills;;
- Proven leadership ability; demonstrated customer relations skills including resolution of employee/customer problems;
- Ability to sit for several hours at a time and lift object up to 40 lbs;

- Reliable transportation to downtown;
- Some college education;
- Able to work weekends, as well as holidays and occasional weekdays;
- Percussion or musical experience considered beneficial, but not required

SCHEDULE

Part-time: Saturday 9:30am-5:30pm, Sunday 11:30am - 5:30pm,

COMPENSATION

Hourly - \$11/Hour between 10-15 hours per week.

APPLICATION PROCEDURE

Please submit a résumé and cover letter via email to:

Elizabeth Quay, Museum Manager & Registrar
equay@pas.org

Applications will be considered until position is filled

SELECTION PROCESS

Applications will be paper-screened and those exhibiting superior qualifications will be invited to interview. No phone calls please.