

Sandy Spring Museum
Museum Facilitator
Reports to Museum Manager or Director of Special Events

Sandy Spring Museum is a private, independently operated museum located between Washington, DC and Baltimore. The Museum is in an exciting period of growth – embarking on a new strategic vision, which opens up the interpretation of cultural heritage to the entire community. We are looking for a team member who has experience working in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and who is creative and self-motivated.

Primary Responsibilities

This position is responsible for serving as the main staff person during programs, evening and weekends hours, and special events.

FACILITY

Maintain a safe and stable environment for public enjoyment.

- Unlock all doors through which the public enters at the beginning of shift.
- Turn on lights in exhibit hall, gift shop, and other public areas as necessary.
- Ensure that all patrons, staff and resident artists are out of the building before leaving.
- Lock all doors and set alarm when leaving building if you are the last person on site.
- Turn off all lights when leaving the building.
- Respond to emergencies in the facility, such as fire, accidents, theft, and so on as necessary.

CUSTOMER SERVICE

Serve as customer service representative during shift.

- Serve as the virtual host for online programs.
- Greet patrons as they enter building.
- Track and record attendance.
- Receive admission fees or donations.
- Handle gift shop purchases.
- Answer questions and direct visitors in professional manner.
- Be aware of current and upcoming events in order to provide timely, accurate information about museum programming.
- Answer phone calls, take messages, and forward calls as necessary.

EVENTS

Serve as the main staff person during special events, both during open hours and after hours.

- In addition to the above, serve as the main point of contact during event rentals.
- Set up and break down tables and chairs as needed; must be able to lift 50 pounds

Assist facility renters as necessary with all requests.
Ensure that all rental contract rules are adhered to.
Complete Event Rental Inspection form at the completion of the event.

OTHER

Work to enhance the overall mission of the museum by working collaboratively with staff and volunteers. You will be asked to do some administrative work as well, depending on whether there is down-time during your shift. Other duties as assigned.

Museum Facilitators must be at least 21 years old at the time of their application.

Dress is business casual. This position requires regular physical activity, standing on one's feet for long periods of time, and lifting tables and chairs up to 25 pounds. Nearly all working hours are in the evening or on weekends.

This is a part-time position with no set number of hours per week. Schedules are usually set one about month in advance. Hourly wage. All people working in Montgomery County earn 1 hour of sick leave for every 30 hours worked, up to a total of 56 hours/year. Payroll is processed twice a month and all employees are required to have direct deposit. Maryland is an employment at-will state.

**To apply, please send a cover letter and resume in one PDF to
aweiss@sandyspringmuseum.org**