



## **Sandy Spring Museum**

### **Museum Facilitator**

#### **Reports to Director of Special Events & Facility Rentals**

The 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 local history 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 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.**

- 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.**

**APPLICANTS MUST BE AT LEAST 21 YEARS OLD TO BE CONSIDERED FOR THIS POSITION.**

Dress is business casual.

This is a part-time position with no set number of hours per week. Pay is \$11.50 per hour. There are no paid benefits for this position. Payroll is processed once a month and all employees are required to have direct deposit. Maryland is an employment-at-will state.