

# Visitor Center Associate & Museum Educator

## Seasonal Staff Position Descriptions

1.25.17

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Trainings: April 8th, 15th, 22nd  
Start Date: April 30<sup>th</sup> 2017  
End Date: Oct 31<sup>st</sup> 2017

The Thomas Cole National Historic Site seeks a part-time or full-time seasonal visitor center associate and museum educator to sell admission tickets, greet and process group tour admissions, give guided tours, be a gallery attendant and participate in other visitor activities at the historic site from April 30 through October 31, 2017. Schedule for this position may require weekends. Pre-Season Trainings are held at the Thomas Cole Site on Saturdays April 8, 15 and 22 (9am to 12pm). The position offers the opportunity to join a dynamic team at a beautiful historic site in Catskill, New York, in the scenic Hudson Valley.

### **Responsibilities:**

- Open and close Visitor Center
- Greet visitors, orient them to the site, and answer questions about Thomas Cole programs, events, membership, and the surrounding area of Catskill
- Answer phone calls and forward messages as necessary. Visitor Center is the point of contact for general public questions and information.
- Operate cash register and online ticketing system for sales and reservations
- Answer customer questions and provide general information on available books and products
- Assist the Visitor Center Manager with maintaining a full inventory of products, updating displays, stocking shelves, and keeping the shop and desk area neat.
- Keep informed about special offers and events, discounts, and promotions and be able to communicate this information to visitors.
- Conduct guided tours of the home and studios of Thomas Cole as needed
- Serve as gallery attendant in the Thomas Cole's New Studio and answer visitor questions about current art exhibitions
- Lead activities for both children and adults at various events as needed
- Perform other duties as assigned

**Qualifications:** The position requires the following: A natural ability and comfort with speaking in front of a group, a passion for learning about history, and the desire to communicate this knowledge and passion with others. The candidate must be a team player that enjoys being with people and can handle many different kinds of situations with a smile. It is critical that the candidate be punctual, reliable, and responsible, as well as open to feedback and new ideas. Retail or customer service experience and proficiency with computers preferred. The position requires moderate physical activity including climbing stairs and moving about the historic site in hot summers and cool spring and fall weather.

**To apply:** Please submit a resume and cover letter to the education manager, Heather Paroubek via email: [hparoubek@thomascole.org](mailto:hparoubek@thomascole.org). No phone calls please. Deadline to submit is March 17, 2017.

The Thomas Cole National Historic Site preserves and interprets the home and studios of Thomas Cole, the founder of the Hudson River School of painting, the nation's first major art movement. Cole's profound influence on America's cultural landscape inspires us to engage broad audiences through educational programs that are relevant today. The Thomas Cole Historic House is an independent non-profit organization and an affiliate of the National Park Service.