



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay region since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning almost 5,000 years of civilization in thousands of objects extending from antiquity to present. Highlights include masterpieces from Monet, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a Steuben glass gallery; and one of THE most respected photography collections in the Southeastern United States. From fascinating temporary exhibitions to exciting programs and events in the heart of a vibrant arts community, the MFA is the iconic leader of the arts in the Tampa Bay region.

MUSEUM ASSOCIATE

OVERVIEW

The Museum will provide courteous and excellent service to Museum members and visitors. This individual will be responsible for greeting visitors to the museum, selling tickets and memberships as well as providing information on programs, events and exhibitions.

SPECIFIC DUTIES

- Facilitate daily ticket sales for admission to rotating exhibitions as well as membership sales.
- Create meaningful connections and fulfilling experiences for all Museum visitors.
- Greet and help Museum visitors with utmost courtesy and respect, explain admissions policy to visitors.
- Keep attendance records by using the Museum's database management system (Altru).
- Collects admission fees, verify membership status, and answers questions regarding the Museum's collections, exhibitions, and events.
- Responsible for on-going promotion and sales of Museum membership, support groups, and programs.
- Fulfills end of shift closing procedures and prepares appropriate documents.

- Able to work weekends, evenings, and maintain flexible hours.

PHYSICAL REQUIREMENTS

- Able to stand for extended periods of time (up to 6 hours) on a daily basis.
- Able to constantly operate a computer for customer purchases.
- Able to frequently communicate with guests and coworkers about Museum events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

EDUCATION AND EXPERIENCE

- High School Diploma
- 2 years of customer experience preferred.

ADDITIONAL EXPERIENCE

- At least 2 years experience preferably in a museum.
- Experience using a cash register.
- Learn and use the Museum's database management software (Altru).
- Have a basic knowledge of customer service and possess excellent verbal and written communication skills.
- Excellent computer proficiency (MS Office-Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Able to work independently and to carry out assignments to completion within parameters of instructions given, prescribes routines, and standard accepted practices.
- Develop a working knowledge of the art in the collection galleries as well as the MFA's events and programs.

To Apply:

Please submit your resume and a cover letter with salary requirements via email to: hr@mfastpete.org, or mail to the following address:

Human Resources

Museum of Fine Arts

255 Beach Drive N.E.

St. Petersburg, FL 33701-3498