

JOB DESCRIPTION

Location: Delta Flight Museum
Atlanta, GA

Job Title: Museum Agent

The Delta Flight Museum seeks to hire a Museum Agent. The Agent, reporting to the Museum Supervisor, will be responsible for selling admission tickets and simulator rides, setting up and breaking down tables and chairs for events, answering visitor questions, and working events as needed. The Agent will also be cross-trained to give tours and properly clean museum exhibition cases.

The ideal candidate is a self-motivated individual with excellent communication and customer service skills. This ideal candidate will also have availability to work various shifts and timeslots throughout the week. The qualified individual will have at least one year experience in retail and proficiency using the computer.

Job Responsibilities:

- Assist customers with admission and simulator sales
- Set up and break down tables and chairs for events
- Give tours
- Clean exhibit cases
- Perform other duties as assigned
- Maintain high standards of customer service under the direction of the Museum Supervisor

Requirements:

- One year retail experience
- Strong computer skills
 - Experience with QuickBooks Point of Sale a plus
- Good interpersonal communication and telephone skills
- Ability to communicate effectively and work well with a small staff
- Ability to work a semi-flexible schedule, including weekends and some evenings
- Be able to stand for extended periods of time
- Ability to lift up to 40 lbs

Position Details

- \$11/hour
- 15-20 hours/week

Employer Information

The Delta Flight Museum, Inc. is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local community, nonprofit organizations, and academic researchers. Located in Delta's World Headquarters in Atlanta, the Museum is housed in Delta's two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit www.deltamuseum.org.

How to Apply

- Email resume and letter of interest to: museum.delta@delta.com
- Resumes will be accepted until **9am, Tuesday, January 22, 2019**.