Welcome Desk Attendants  (Summer 2020)

For Summer 2020, there will be two full-time Welcome Desk Attendant openings at the Colby College Museum of Art (pending budget approval in March 2020). These jobs are open to the general public and Colby College students. Welcome Desk Attendants are hired to work 35 to 40 hours a week, which include weekend hours. The pay rate is $12/hour. This job begins on Tuesday, June 2 and ends on Friday, August 7, 2020 (please note that there is some flexibility with those dates). If interested, please send a cover letter, resume, and three references to Sheri LaVerdiere, Assistant for Museum Visits, at sllaverd@colby.edu. We anticipate the hiring process to be concluded by the end of April.

Welcome Desk Attendant Job Description

The Colby College Museum of Art's Welcome Desk Attendants provide a positive and welcoming presence to all museum visitors. The attendant sets the tone for the visitor experience and should be prepared to greet and create a welcoming museum environment for all audiences. The attendant provides essential and current information to guests on museum exhibitions, college and community resources, membership, museum policy and procedures, hours, etc. The attendant also oversees all transactions associated with the Museum’s gift shop. The attendant position requires a high level of organization, enthusiasm, attention to detail, and the ability to handle multiple assignments simultaneously. A courteous demeanor, professional attire, and promptness are required at all times.

Colby College is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, parental or marital status, political beliefs, age, disability unrelated to job requirements, or protected veteran status.