

Westmoreland County Museum Visitor Center and Library Receptionist

The primary responsibility of a **Visitor Center and Library Receptionist** for Westmoreland County Museum (WCM) is to greet visitors of the museum and assist with the Henry Hungerford Genealogical Library located at the Historic Courthouse. This is an onsite position focused on visitor experience at the museum and library, and requires increasing your knowledge of surrounding Westmoreland County businesses and services to direct visitors. Interest in learning about Westmoreland County History, genealogical research, special happenings, and membership sign-ups in order to answer questions and share information with visitors is required.

Onsite

Part Time no benefits

Avg 3 days a week or ~ 20 hours a week*

Duties

- Open and close the Museum (Hours of Operation Mon - Sat 10am - 4pm)
- Greet visitors and assist with questions
- Answer the telephone
- Study and learn the current exhibits at the museum
- Maintain museum appearance: regular dusting and cleaning of displays, keeping a tidy workspace, and setting up appropriate signage
- Operate a Collections Management System (CMS): PastPerfect to trace donations and import new ones
- Assist visitors of the Genealogical library with family history research by introducing them to the AncestryLibrary.com service available onsite at the library and providing them access to supporting textbooks
- Sign up new members of the Westmoreland County Museum

Minimum Qualifications

- Friendly personality
- Ability to operate a computer, printer, and scanner to perform tasks such as: navigating internet resources (i.e., AncestryLibrary.com, FamilySearch, Library of Congress, etc.), use of office management softwares such Google Drive and Microsoft Word, and making copies
- Ability to stay informed on museum happenings and services
- Ability to work independently and collaboratively

Preferred Qualifications

- Experience or interest in genealogical research
- Experience working in libraries and/or museums or other research-focused fields
- Knowledge or interest in Westmoreland County History

To **APPLY** please email: westmorelandcountymuseum@gmail.com with the Subject Line: Application for WCM Visitor Center and Library Receptionist - [Your Name] along with your resume

Thank you!

*Hours are approximate and not guaranteed on a weekly basis