



Pyramid Hill Sculpture Park & Museum (Park) Front of House Associate

Reports to: Front of House Manager

Status: Part-time non-exempt

Position summary

The Front of House Associate reports directly to the Front of House Manager. All Associates will be trained to work at the Visitors Center, Gatehouse, Ancient Sculpture Museum & the Pyramid House

Primary responsibilities

This includes but is not limited to:

- Being informed about the park history, ancient sculptures, sculptures, and current events
- Keeping the Visitors Center lobby area & restrooms clean and ready for guests
- Greeting guests upon arrival to the Visitors Center
- Tracking guest information
- Facilitating Visitors Center rentals – Art Carts
- Tracking gift shop inventory
- Ensuring our guests have the best visitor experience possible
- Answering the park phone
- Facilitating event ticket and gift shop purchases
- Overseeing artifacts in the Museum and Pyramid House

Secondary responsibilities

- Completing miscellaneous tasks as assigned by Front of House Manager

Minimum skills and qualifications

- The qualified candidate for this position will have prior customer service experience and the ability to lift up to 30 pounds and is comfortable working partially outdoors. The candidate will be comfortable interacting with guests, as well as able to handle money, keep guest, donor, membership, and inventory data/records. Candidate should have working knowledge of Microsoft Office Suite. Jotform, Constant Contact, and Bloomerang proficiencies are desirable.

EEO Statement

Pyramid Hill Sculpture Park & Museum embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

How to apply:

It is with great enthusiasm that the Park seeks its applicants for the Front of House Associate position(s). To apply for this opportunity, please send an email outlining why you would like to work for Pyramid Hill and outline your skills, a detailed résumé, two professional references (will not be contacted without advance permission). Deadline to apply is 03/31/2022. Only complete applications will be reviewed. Send full PDF applications to pyramid@pyramidhill.org or mail hard copy to:

Pyramid Hill Sculpture Park & Museum

ATTN: Front of House Manager

1763 Hamilton Cleves Road

Hamilton, OH 45013