

Bailey Ambassador-Greeter, Liberty Hyde Bailey Museum

The City of South Haven is seeking a Ambassador-Greeter for the Liberty Hyde Bailey Museum. The position will be part-time Wednesday – Saturday, between the hours of 10:00AM and 4:00PM, May 9, 2018 – September 22, 2018. Requirements include:

- Personable and willing to meet and greet guests
- Confident to give information tours of the grounds – inside and outdoor gardens.
- Pick up mail at Post Office box on workdays
- Answer the phone and emails with ability to forward to appropriate person
- Computer literacy
- Sales involving gift shop and memberships
- Help with collections inventory
- Light housekeeping
- Background involving Public History, Education or Marketing preferred

Pay rate for the position is \$11.50 per hour.

Please send completed application, cover letter and resume to dlull@south-haven.com or Human Resources Department, City of South Haven, 539 Phoenix Street, 49090. Deadline for application is April 27, 2018. The City of South Haven is an Equal Opportunity Employer.