

# Job Opportunity at the Polish Heritage Center

## Full or Part-Time Visitor Services / Education Specialist Associate

### Reports to:

Executive Director of the Polish Heritage Center

### Requirements:

- Experience preferred in customer service, retail, in a cultural institution such as a center, museum, theater or performing arts organization.
- Excellent organizational, interpersonal, and communication skills, both oral and written, and computer knowledge.
- Must possess the ability to work with significant autonomy, and collaboratively, as part of a goal-oriented team.
- Ability and willingness to work a flexible schedule.

### Responsibilities:

- Working closely with staff, the Part Time Visitor Services Assistant will assist to ensure all guests have a comfortable, enjoyable, and memorable experience during their visit, and seeing that all visitors experience excellent customer service and encounter a welcoming, visitor-centric atmosphere.
- This position will also ensure correct procedures are followed to open and to close the Center; cash controls; end of day close outs; and reconciliations, as well as in the Center's booking and point-of-sale systems for admission, and gift shop sales.
- Working closely with the Executive Director in coordinating the education program for the center. This position will require advanced preparation of all materials and supplies needed for the program.
- This position may be required to perform other duties as required by the Executive Director.

### Schedule:

- Part time - Tuesday through Saturday up to 20 hrs. per week.
- Full Time – Tuesday through Saturday up to 40 hrs. per week.

This position description is illustrative and does not necessarily specify all tasks and duties of this position.

The Executive Director reserves the right to change this position description at its sole discretion at any time.

**If you are interested in this exciting opportunity, please send your resume to Alice Poore, Executive Director at [director@polishheritagecentertx.org](mailto:director@polishheritagecentertx.org)  
Mailing Address: P.O. Box 25, Panna Maria, Texas 78144**

**Please visit the PHC website, [www.polishheritagecentertx.org](http://www.polishheritagecentertx.org) for a look at our state-of-the-art facility.**

*The Polish Heritage Center at Panna Maria is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veterans' status, or any other characteristic protected by the law.*