

## Admissions Associate Job Posting

**Discovery Cube Orange County wants you to be a part of our great team!**

Discovery Cube Orange County is a nonprofit organization dedicated to inspiring and educating young minds through engaging science based programs and exhibits to create a meaningful impact on the communities we serve.

Do you love science education? Do you love working with the public? If yes, this is the position for you! Discovery Cube Orange County is currently seeking seasonal part-time Admission Associates to assist guests at our ticketing office, front desk, and parking booth through May 2<sup>nd</sup>, 2020! Must be personable, energetic, and professional to join our team! Staff will need to be flexible and available to work weekends, holidays, evenings and 2 or more days during the week, through **May 4<sup>th</sup>, 2020**

The Admissions Associate is a guest service position and will assist guests at one of our admissions areas. The Admissions Sales assist our guests in processing general admission tickets, special engagement tickets, memberships, movie tickets, processing donations, etc.

### **Job Duties & Expectations:**

#### **Operations:**

- Ensure guests are informed on all pricing for tickets, memberships, and special events
- Operate a Point-of-Sale and take cash or credit/debit transactions
- Welcomes Guests and actively seeks interaction with them by offering assistance
- Helps Guests make selections by building customer confidence, offering suggestions and opinions.
- Advises Guests by providing information on upcoming events and exhibits.
- Informs Guests of current promotions and special offers
- Contributes to team effort and professionally interact with employee of all levels

#### **Guest Services:**

- Provide service oriented solutions to guests
- Provide friendly and professional interaction to both guests and employees of all levels
- Proactively engage guests and welcoming them to Discovery Cube

#### **Abilities & Behaviors:**

- Must have the ability to stand for extended periods of time
- Must be friendly & enthusiastic and enjoy talking to and interaction with children and adults of all ages
- Must have the ability to work within a team environment & effectively communicate with coworkers
- Able to lift, push, or pull up to 25 lbs. for short periods of time
- Cash handling experience
- Basic computer/Microsoft Suite knowledge
- General math skills

#### **Other Duties:**

- Complete special assignments as needed

#### **How to Apply:**

E-mail employment application and resume to [jobsoc@discoverycube.org](mailto:jobsoc@discoverycube.org)

***\*Applicants must submit an application to be considered.***

Visit <http://www.discoverycube.org/oc/get-involved/join-our-team/> to download an [employment application](#).