

Concierge

Would you like to be the first to hear about amazing discoveries? Would you like to be surrounded by rare gemstones, ancient artifacts, and dinosaurs? Do you have a passion for helping people? Then this position may be the one for you!!

This position is in the Guest Services department that serves as the front face of the Museum, This department consists of 40 teammates that helps the Museum be one of the leading cultural icons of Denver.

Job Description:

The Concierge position sets the tone for excellent Museum experiences through ticket sales, reservations and personalized service, both in-person and on the phone. Concierge I may be assigned to either a front-of-house or back-of-house roles where expertise and staffing needs are required. Duties include customer service and hospitality at ticketing or on phones, process reservation requests, and data entry.

This position has the ability to progress through skill levels with increases in pay over time.

Requirements:

- High school diploma or equivalent required.
- 1 years' experience in a fast paced service environment required.
- Ability to work weekends and evening shifts as scheduled required.
- Intermediate proficiency with Microsoft Office suite required.

Application Instructions:

Please submit your cover letter and resume by September 17, 2017 to:

<http://chm.tbe.taleo.net/chm01/ats/careers/requisition.jsp?org=DMNS&cws=1&rid=803>

Resumes will not be accepted after this time.

Applications may only be accepted electronically via the Museum's website www.dmns.org.

Due to the high volume of people who apply, we are not able to respond to specific inquiries regarding your application status.

The Denver Museum of Nature & Science is an equal opportunity employer. The Museum is dedicated to the goal of building a culturally diverse staff committed to serving the needs of all our visitors and we encourage applications from individuals of all backgrounds.