

**THE JEWISH MUSEUM**  
**JOB DESCRIPTION FORM**

**DEPARTMENT:** Visitors Services

**DATE:** July 2010

**TITLE:** Visitor Services Assistant

**SUPERVISOR:** Director of Visitor Services

**SCHEDULE:** Sundays ONLY (1 PM – 4:30 PM)

**SUMMARY:**

Volunteers will greet, provide orientation and information to visitors. They will also be responsible for distributing audio-guides, and instructing visitors as needed.

**ESSENTIAL JOB FUNCTIONS:**

- Provide information about exhibitions, programs, activities, history and policies of The Jewish Museum.
- Distribute Core and Family audio-guides.
- Greet and orient visitors to the museum.
- Any special project as needed by Marketing and PR departments.

**JOB QUALIFICATIONS:**

- Familiarity with information included in museum publications.
- Good communication skills.
- The ability to adapt to varied requirements.

**COMMITMENT:**

Forty (40) weeks per year minimum, one time per week.

**For more information on how to apply,  
please email [visitorservices@thejm.org](mailto:visitorservices@thejm.org).**

*The Jewish Museum is an Equal Opportunity Employer.*