

Admissions Desk

The Admissions Desk personnel play an important part as ambassadors of the museum to the public. They greet, assist, and answer visitor questions, and provide other information about the museum, its exhibits, and its collections. Admissions Desk volunteers also sell gift shop items and help with overall museum operations. Admissions Desk volunteers assist with administrative tasks such as answering phones, word processing, and other electronic data.

Duties include:

- Open museum to the public, including lights, DVD player, opening doors, & putting out flags; close museum
- Greet visitors and process admissions payments
- Sale/stocking of gift shop items
- Provide tours/access to Hunter House
- Answer phone and take messages