



## Guest Services Associate Krasl Art Center

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### Position Summary:

The Krasl Art Center Guest Services Associate ensures that all guests to the KAC are welcomed and valued, enjoy their experience, and receive the information they need to ensure a successful visit and return. Associates keep abreast of KAC events, programs and classes, receive special training on exhibitions in the galleries, administer gift shop, membership and ticket sales, and take class registrations. Associates interact with guests, staff and volunteers, in person and on the phone. Associates provide security to the KAC building, artworks and guests.

**Job Type:** Part-Time, 5-15 hours per week, flexible schedule – weeknights (5:00 PM - 9:15 PM) and weekends (10:45 AM – 5:15 PM)  
**Salary:** \$10.00 per hour  
**Supervisor:** Deputy Director  
Note: This position works closely and communicates regularly with the Administrative Assistant for the Cur-Ed department

### Organizational Values

The Krasl Art Center's mission is to inspire meaningful change and strengthen community through the visual arts. Staff members provide excellence, collaboration, innovation, creativity, respect and a sense of humor to advance the organization and accomplish this work.

### Required Skills:

This position requires excellent customer service skills, a strong work ethic, flexibility, adaptability, teamwork and respect for others. Knowledge of basic office equipment, computer systems and POS software are required. A passion for art and promoting the creative communities of southwest Michigan is preferred.

### Primary Responsibilities:

- Security:
  - Open and close the KAC building.
  - Monitor exhibition galleries.
  - Follow proper security and safety procedures.
- Customer Service:
  - Greet all visitors and record attendance.
  - Share information and promote current exhibitions, classes, programs and events, as well as arts and culture related events in the community.
  - Promote and make sales in the gift shop.
  - Answer the telephone professionally, share information, and forwards calls.
  - Maintain a professional appearance.
- Administrative Skills:
  - Proficient in Microsoft Office, G-Suite, and POS systems.
  - Provide staff support as needed.

To apply:

- Submit **resume** and **work availability** to [education@krasl.org](mailto:education@krasl.org).
- Include last name and Guest Services in the subject line of the email (ie: Willis-Guest Services).
- Note: **Applications submitted through Facebook or Indeed will not be reviewed.**

**No phone calls please. This position will be filled as soon as possible.**