

HISTORIC JONESBOROUGH VISITORS CENTER

HOST I

Supervisory Control:

Under the immediate supervision of the Visitors Center Manager and the Tourism & Main Street Director. The Host I position is a part-time position and does include night, weekend and some holiday work. Work is reviewed for conformity to general policies and effectiveness. Specific assignments are reviewed in detail.

Duties:

- Responsible for opening and closing of the multi-purpose building including the office area, gift shop, museum and rental areas in accordance to opening/closing procedures.
- Greets visitors to the center providing information concerning the town, events and the general area as well as directing visitors through the center and museum.
- Answers telephone and forwards messages to town or center staff as necessary.
- Assists with stocking and serves as cashier for the Old Town Emporium gift shop.
- Promotes admissions to the museums in town as well as group tour programs.
- Maintains supply of brochures in the lobby and storage areas.
- Performs basic janitorial services in and around the center, especially during periods of heavy use.
- Assists in the set up and break down of activities held at the center by lifting tables and chairs; climbing stairs to open and close the facility or operate items in the sound booth or to assist renters; be able to stand or walk on brick floors up to 8 hours per day.
- Serves as a ticketing representative for the Jonesborough Repertory Theatre, Jonesborough Yarn Exchange, Heritage Alliance events, McKinney Center events, etc. through the Visitors Center/Box Office for all town and town sponsored events ticket sales.
- Assist with financial deposits and reports for our recorders office.
- Assists with basic clerical work as needed and any other work deemed necessary by administrative staff at the discretion of the Visitors Center Manager or the Tourism & Main Street Director.
- Responsible for the multi-purpose building during activities and at any time when the administrative staff are not present.

Knowledge and Abilities:

High school graduate with the ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set-up chairs, tables, etc; ability to learn operation of audiovisual equipment, lights, etc.