



## Visitor Services Assistant

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG is a recently completed botanic garden that strives to inspire all people to love plants and be good stewards of the natural world. The gardens include a global garden with arid, sub-tropical, and tropical plants; a culinary garden with permanent and seasonal displays; a family garden centered around a lagoon; a woodland event garden; wetlands; and a coastal prairie on a 132-acre site.

The Garden is seeking a seasonal **Visitor Services Assistant** who will report to the Visitor Services Manager. The ideal candidate is passionate about customer service; has experience in vendor relations and retail sales; demonstrates strong critical thinking and problem-solving skills; and desires to work in a dynamic organization in a stage of rapid growth.

### Main Job Responsibilities:

- Greet and welcome visiting members, public, volunteers and guests.
- Processes transactions for items at HBG including, but not limited to, general admission, memberships, classes, events, and merchandise.
- Perform general clerical duties and light cleaning of the ticketing and shop area as needed.
- Assist with routine inventory counts
- Act as a positive ambassador for the garden at all times, maintaining a safe and welcoming environment for all visitors.
- Communicate daily schedule of events within the Garden.
- Respond to visitor and member questions, managing tickets in our ticketing software, answering voicemails, and in-person questions.

### Qualifications and Experience Requirements:

- High school diploma or GED required, some college preferred.
- Minimum of 1 year of proven work experience in retail or customer service.
- Excellent interpersonal and communication skills with a variety of audiences.
- Must be comfortable working with crowds.
- Ability to work in a fast-paced environment and manage multiple tasks simultaneously.
- Ability to remain calm in stressful situations and help resolve event conflicts with tact and courtesy.
- Must be able to work in outdoor weather conditions.
- Experience with point of sale software a plus.
- Must be able to lift event items (chairs, boxes, signs, etc.) up to 40 lbs.
- Flexibility to work in the evenings and/or on weekends.
- Position subject to passing a criminal background check.

### **Schedule and Salary:**

- Seasonal, part-time, hourly position. Weekends and some evenings
- Hourly wage of \$13/hour.

**Application Procedure:** Interested candidates should send a resume and cover letter to [hr@hbg.org](mailto:hr@hbg.org). We will contact those candidates who most closely match our requirements.

**Thank you for your interest!**