



The Museum of Native American History (Bentonville, AR)

Position Title: Front-Desk Receptionist

Position Type: Part-time

Pay: \$15 per hour

Position Summary: The museum's Front Desk Associate is responsible for providing a strong and energetic welcome to all visitors. In this role, the Front Desk Associate will welcome guests, check them in and assist in the general upkeep of the museum. Alongside these basic duties, they will assist in organizing MONAH's communications whether it is answering basic phone calls and emails or organizing large tour groups. Overall, we expect all staff to uphold MONAH's mission statement with every task or interaction.

Position Core Responsibilities:

- Check-in visitors, provide general information to visitors about the museum, the gift shop, and the Northwest Arkansas area
- Ability to assist guests on the sales floor
- Provide daily upkeep and cleanliness of the museum, including gallery, shop, and outside areas
- Assist in organizing and hosting school visits and tour groups
- Answer general emails and phone calls about the museum
- Help guests find arrowheads outside

Requirements:

- 1-2 years of customer service experience
- Reliable and punctual
- Excellent telephone, written, and interpersonal communication
- Ability to work with minimal supervision
- Maintain a professional and energetic attitude with all guests and staff
- Not required: Bilingual in Spanish is a plus

About the Museum

Mission: The Museum of Native American History provides a place where visitors can experience the diverse Indigenous cultures of the Americas through historic and pre-historic art.

Vision: To advance understanding of human experience within these cultures and provide a space of explorative imagination for all who visit. The galleries are in a chronological story with the art and tools Indigenous peoples left behind continuing to speak their stories and history. To better understand their lifestyle, hardships, successes, and inspiration MONAH invites visitors to open their minds to discover these diverse cultures' creations. After the self-guided tour ends and the museum store begins, where Native Americans still express their stories through the modern-day arts.

Please email a cover letter and resume to info@monah.org

Email: info@monah.org
Phone: 479-273-2456
Website: monah.org