



MUSEUM ASSOCIATE

As a museum associate, you will be responsible for the running of museum operations.

Your responsibilities include:

- Managing the museum on all days, which may include the weekends.
- Driving ticket and retail sales for MINT Museum of Toys
- Operating cash registers and preparing finance arrangements (invoice or receipts, for example)
- Giving guided tours to the public, including but not limited to, pre-school children, school children and corporate groups.
- Providing excellent customer service to visitors
- Running public programmes, such as workshops.
- Maintaining the cleanliness and look of the museum.
- Updating managers by consolidating, analysing and forwarding daily action summaries.
- Other ad-hoc duties assigned by the management.

Additional responsibilities include:

- Compiling content for social media platforms, Facebook, Instagram and Twitter
- Managing and monitoring social media platforms.

Highly recommended for you to have:

- Enthusiasm and drive, with a pleasant and friendly personality.
- The ability to adapt to different needs.
- Willingness to learn and be able to demonstrate initiative at work.
- Fluency in English and have an interest in other cultures.

Interest in toys and a background in social media marketing/management are a plus!

If you think this position is for you, please send your CV to Christopher at careers@ebullworks.com.