

JOB DESCRIPTION

Location: Delta Flight Museum
Atlanta, GA

Job Title: Museum Assistant Supervisor

The Delta Flight Museum seeks to hire a Museum Assistant Supervisor. The Assistant Supervisor, reporting to the Museum Supervisor, will be responsible for working events, greeting visitors and groups, answering Museum correspondence, and maintaining a clean and visually satisfying environment. The Assistant Supervisor will be cross-trained at the Admissions Desk where responsibilities include selling admission tickets and simulator experiences, and providing excellent customer service.

The Assistant Supervisor will be responsible for Museum operations and events when a Museum Supervisor is not available.

The ideal candidate is a self-motivated individual with excellent communication and customer service skills, and a track record of leadership. This ideal candidate will have availability to work various day and evening shifts throughout the week, including weekends and holidays. The qualified individual will have at least one year of customer-focus experience.

Job Responsibilities:

- Assist customers with admission, simulator, and group sales
- Set up, work, and break down events to ensure a smooth customer experience
- Perform the duties of Museum Supervisor when a Supervisor is unavailable
 - Oversee a staff of Museum Agents
 - Make work assignments and adjustments as needed
 - Ensure lunch and break periods are covered
 - Open and close the Museum hangars and 747 plane
 - Work with event staff, caterers, and housekeeping
 - Make bank deposits and get change for the cash register
- Give tours as needed
- Perform other duties as assigned

Requirements:

- Ability to work a semi-flexible schedule, including weekends, evenings, and holidays
- Ability to communicate effectively and work well with a small staff
- One year of customer-focus experience
- Strong computer skills (experience with Outlook and Veeva a plus)
- Strong leadership skills
- Good interpersonal communication and telephone skills
- Be able to stand for extended periods of time
- Event set up and break down with the ability to lift up to 40 lbs

Position Details

- \$17/hour
- 20-35 hours/week (usually 3-5 shifts per week)

Employer Information

The Delta Flight Museum is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local community, nonprofit organizations, and academic researchers. Located in Delta's World Headquarters in Atlanta, the Museum is housed in Delta's two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit www.deltamuseum.org.

This position is through [AllSource PPS](#), an AgileOne company, and does not come with Delta Air Lines flight benefits.

How to Apply

- Email resume and letter of interest to: museum.delta@delta.com
- Resumes will be accepted until position is filled.