Visitor Services Associate
Part - Time

The Visitor Services Associate maintains the Japan Society’s visitor service’s desk as an ambassador interacting with the general public. This includes greeting and welcoming visitors, answering questions, providing information about exhibits and programs, selling tickets, memberships, and catalogs.

Responsibilities:
- Process ticket orders and gallery admissions;
- Sell memberships and catalogs;
- Welcome and assist visitors, trustees, donors, and vendors on the phone and in person;
- Provide administrative support for related activities and projects.

Requirements:
- Customer service experience;
- Very good communication skills;
- Excellent interpersonal skills and comfort interacting with the public;
- Ability to multitask and to handle multiple phone lines;
- Computer proficiency;
- General office experience;
- Must be dependable and punctual;
- Knowledge of Japanese culture and/or language is a plus.

Hours:
The position is part-time for 15 to 20 hours per week. In addition to regularly scheduled weekly hours, the incumbent must be available to cover extra shifts on nights and weekends when necessary.

To Apply: Email your resume and cover letter to: jobs@japansociety.org

Founded in 1907, Japan Society in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. For more information, visit our website http://www.japansociety.org.

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.