



163 Tower View Drive, Red Wing, MN 55066

Anderson Center seeks friendly, customer-service focused people for part-time work on our beautiful historic campus. This is a casual position that will be scheduled for reception and/or event support work as needed, with a primary focus on Saturdays from 11 a.m. – 4 p.m. We anticipate hiring 2–3 people who will each work several shifts per month.

Anderson Center supports art and ideas at the Tower View site on the western edge of Red Wing, Minnesota. We work in a dynamic, collaborative office environment and interact with artists and visitors from across the country and around the world.

Visitor Assistant

- Ensure positive visitor experience by
 - Welcoming visitors
 - Ensuring that brochures and paper materials are well-stocked and neat
 - Handling art and book sales
 - Selling tickets to events as needed
- Track visitor numbers for evaluation and grant reporting
- Assist with public events as scheduled
- Help grow the Center's social media following, e-mail marketing list, and membership base through soliciting sign-ups and selling memberships to visitors
- File paperwork and help to keep a neat and organized office

Docent

- Give tours of the site as scheduled and requested, following prepared scripts and training

Required Skills, Qualifications, and Abilities

- Warm, friendly demeanor with strong customer service skills
- Excellent verbal communication
- Capable written communication
- Comfort learning new software on Windows platform
- Ability to lift 20 pounds

Preferred Skills and Abilities

- Experience interacting with people from a wide range of backgrounds
- Functional knowledge of American Sign Language, Spanish, or other commonly-used languages in the region
- Demonstrated interest or background in the arts (including visual, literary, and/or performing arts) or history

Other duties as assigned. This position requires some weekend hours and reports to the Executive & Artistic Director. Starting hourly wage is \$16 - \$18.50 per hour.

Anderson Center strives to create an inclusive and welcoming organization and community. We value equity, hospitality, and community and invite applications from people with a wide range of professional and lived experience. Job description updated January 10, 2024.