CALIFORNIA HISTORICAL SOCIETY since 1871

Guest Concierge (Part time On-call)

Looking for a foot-in-the-door opportunity to expand your educational interests in cultural heritage with real-world experience? As a Guest Concierge at the California Historical Society, located in San Francisco's burgeoning Yerba Buena cultural district, your responsibilities would include:

- Engaging visitors by providing information about the organization's exhibitions, public programs, library, and collections
- Providing front desk/cashier coverage during gallery and book store hours
- Assisting with events, exhibition tours, and programs
- Promoting book store merchandise through various social media outlets

Requirements:

- Week-end availability is required
- High school diploma, or equivalent, plus four years' relevant customer-facing experience (college coursework can substitute)
- Effective interpersonal skills and a welcoming personality
- Experience with retail POS systems and ability to handle cash transactions accurately
- Good self-management skills
- Visitor services/retail experience and bilingual fluency helpful

Please submit your cover letter and resume to recruiting@calhist.org and make sure to include the position title in the subject line.

~ The California Historical Society is an Equal Opportunity Employer ~