

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: TRIPS & TOURS SPECIALIST (P/T)
PAY GRADE: C4
OVERTIME STATUS: NON-EXEMPT - UP TO 25 HOURS PER WEEK

MAJOR RESPONSIBILITY:

Plan and execute trips and tours for members and guests of the Appleton Museum of Art

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School diploma or equivalent required.
2. Years of experience in field: One year experience providing support for or planning events and trips in a professional environment required. Related experience in a similar setting may be substituted. Individual must be flexible and available for day, evening and weekend trips.
3. Special skills or abilities related to position: Exceptional communication skills, working with staff, supervisors, visitors and members. Professional and courteous, service-oriented with the ability to plan trips to museums and related institutions both in the United States and abroad. Must foresee event and trip needs, including special attention to guests. Ensure museum policies and procedures are followed at all times.

ESSENTIAL JOB FUNCTIONS:

1. Research potential trips and tours to museums, gardens and collections,
2. Supervise volunteers, and work with support staff,
3. Attend to needs of guests during trips,
4. Work directly with tour providers, museum hosts, transportation companies to arrange for and purchase tickets for trips and tours,
5. Keep track of all details of trips and tours and maintain records,
6. Follow instructions and give instructions,
7. Work closely with facility, security and custodial staff,

8. Keep track of supplies and hospitality needs and replenish as replacements are needed,
9. Prepare copy for newsletter,
10. Assist with other vents as needed

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to operate a computer
- Moderate (up to 20 pounds) lifting
- Walking
- Standing
- Sitting

ENVIRONMENTAL CONDITIONS

- Works in an indoor and outdoor environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Assistant Director of Museum Operations