

HELP WANTED: City of New Bedford is seeking to fill the Waterfront Visitor Center Staff position

CITY OF NEW BEDFORD

WATERFRONT VISITOR CENTER STAFF (Seasonal)

PAY: \$11.00hr

Serves as City Ambassador to all visitors at the Wharfinger Visitors' Center on Pier 3. Serves as coordinator for the Seaport Cultural District Summer Thursday Night programming. Greets each visitor on arrival and offers visitors an explanation of the historical exhibits in the Visitors' Center, and information regarding other attractions and amenities in the City. Requests each visitor to sign the visitors' log book and tracks daily visitation. Answers telephone and takes messages for Tourism staff. Notifies staff of any needed promotional materials or other items. Notifies City and/or Harbor Development Commission staff of any problems or emergencies.

Familiar with customer service professional interactions, historical exhibits, tourist attractions and amenities. Ability to provide visitors with directions and mapping. Ability to access, input and retrieve information from a computer. Ability to pleasantly and professionally answer the telephone and interact with all visitors. Must be friendly and have an outgoing personality. Previous event planning experience a plus.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. Applications will be

accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EE0.