



## The Wornall/Majors House Museums

### **Title: Alexander Majors Venue Attendant**

#### Position location:

Alexander Majors House Museum and Barn  
8201 Stateline Road  
Kansas City, MO 64114

#### Position Description:

Attendants oversee the Alexander Majors Barn and Alexander Majors House Museum rental facility during private events such as weddings and corporate parties. For events, the attendant will open the space, assist renters, check the renters out, and then close the event space. During Alexander Majors House Museum weekend hours, the attendant will open the museum, take payment from guests, assist them in the museum, and provide venue tours to potential clients.

Events may also occur inside the Alexander Majors House Museum and the John Wornall House Museum. This is an independent contracting position; hours are not guaranteed and are subject to seasonal changes in rental volume.

Event Attendants choose their shifts on a first-come, first-served basis and report to the Alexander Barn Rentals Manager. Core hours are Friday through Sunday evenings.

#### Duties & Responsibilities

- Perform opening and closing procedures, including locking/alarming the building.
- Be available to answer clients' questions about the venue and to assist with matters related to the venue.
- Inform the staff of potential issues and violations of venue policies.
- Go through the venue check-out list with clients before they leave the premises.
- Represent the Wornall/Majors House Museums professionally, courteously, and consistently during events.
- Coordinate with event security provided by the Kansas City Police Department.
- Run cash register for occasional gift shop purchases.

- Enforce policies of the Alexander Majors Barn and Wornall/Majors House Museums (i.e. restrictions on smoking/open flame, alcohol policy, etc.)
- As needed, assist in maintaining the overall inviting and presentable environment of the facilities and grounds.
- Other duties as assigned.

#### Qualifications

- Excellent interpersonal manners and professional appearance
- Can-do, problem-solving attitude
- Experience in hospitality, retail, or service industry a plus
- Strong written and verbal communications skills

Compensation: \$12.50 per hour

To apply, send resume to:

Sarah Goebel

[rentals@wornallmajors.org](mailto:rentals@wornallmajors.org)

816-444-1858