

GLEAM Cashier

Apply by: August 16

Duration: August 26 – October 28, 2017

Hours: 9 hrs/week, Thursdays, Fridays, Saturdays

August 26, 31 – 7:15 p.m. – 10:15 p.m.

September 1, 7, 8, 9, 14, 15, 21, 22, 23, 28, 29, 20 – 7:15 p.m. – 10:15 p.m.

October 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28 – 6:15 p.m. – 9:15 p.m.

Compensation: \$9.00/hour

Position does not offer health insurance, investment options, or paid personal time.

Number available: 1

Olbrich Botanical Gardens is home to 16 acres of outdoor display gardens and a 10,000 square foot tropical conservatory. The outdoor gardens include 10 unique specialty gardens and received the 2005 National Award for Garden Excellence. Indoors, the tropical Bolz Conservatory exhibits an extraordinary collection of exotic plants and orchids complemented by colorful birds and koi. Olbrich is committed to a culture of sustainability and education so that everyone - including future generations - can experience and learn about the fascinating world of plants and gardens.

GLEAM, Art in a New Light features a local, national and international group of artists creating light-based installations in the outdoor gardens and the Bolz Conservatory. GLEAM 2017 introduces new lighting techniques and interactive projects and allows the artists' vivid imaginations to enrich our own. GLEAM is a major fundraiser for the Gardens. Average annual attendance for this 2-month exhibit is 7,000.

The GLEAM cashier provides general exhibit information and processes event admission with cash, checks or credit cards using a touch screen system. Applicants must be friendly, out-going and able to project their voice. This position involves constant interaction with the general public. Training is provided.

Responsibilities:

- Welcome visitors to the exhibit and provides general event information
- Processes event admission
- Promote respectful and responsible enjoyment of the exhibits

Essential Functions:

- Enthusiasm for working with the public and able to provide a welcoming demeanor
- Cash handling and credit card processing experience preferred
- Ability to project voice over crowds in Olbrich's entrance area
- Ability to engage visitors of all ages
- Ability to attend the GLEAM training session (August 23, 6:30 – 9 p.m.) and all shifts as listed in the position description
- Ability to follow directions and communicate with volunteers and staff
- Ability to dress appropriately - Dress slacks, shorts, or skirt with a collared shirt

Application Materials

Submit your resume to Missy Jeanne, Special Events Manager

Email: mjeanne@cityofmadison.com

Fax: 608-246-4716

Mail: Olbrich Botanical Gardens, 3330 Atwood Ave, Madison, WI 53704