

## GLEAM Cashier

**Apply by:** August 19

**Duration:** August 28 – October 26, 2019

**Hours:** Average 9 hrs/week – Wednesdays, Thursdays, Fridays, Saturdays

August 28, 29, 30, 31 – 7:15 p.m. – 10:15 p.m.

September 4, 5, 6, 7, 11, 12, 13, 14, 18, 19, 20, 21, 25, 26, 27, 28 – 7:15 p.m. – 10:15 p.m.

October 2, 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, 25, 26 – 6:15 p.m. – 9:15 p.m.

**Compensation:** \$11.00/hour

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

**Number available:** 3-4

Olbrich Botanical Gardens is home to 16 acres of outdoor display gardens and a 10,000 square foot tropical conservatory. 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. GLEAM 2019 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 13,000.

The GLEAM admission cashiers provide general exhibit information and processes event admissions with cash, checks or credit cards using a touch screen Clover system.

The GLEAM gift shop cashiers process retail purchases in Olbrich's Growing Gifts Shop during the exhibit viewings. Applicants must be friendly, out-going, able to project their voice and willing to work in both areas. This position involves constant interaction with the general public. Training is provided. There is potential for additional hours throughout the year during special events and as needed.

### **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 21, 8 – 10 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 a resume and completed [application](#) to **Missy Jeanne**, Special Projects Manager

**Email:** [mjeanne@cityofmadison.com](mailto:mjeanne@cityofmadison.com)