



**SPANISH  
COLONIAL ARTS**  
*Society*

750 Camino Lejo, Santa Fe, New Mexico 87505

(505) 982 – 2226

[www.spanishcolonial.org](http://www.spanishcolonial.org)

## Visitor Services Coordinator

Part Time, Exempt

Salary DOE

The Visitor Services Coordinator position is responsible for maintaining staff schedules at the Front Desk and the Gift Shop, as well as cleaning rotation schedule, and maintaining effective and thorough communications between front of house staff and programs staff through maintaining calendars of events and attending weekly staff meetings. Normally reports to the Special Events Coordinator.

The Museum of Spanish Colonial Art collects, preserves, and exhibits the Spanish colonial art of New Mexico and beyond, and educates the public about its related cultures and living traditions.

Since the 1600s, Spanish colonial arts and crafts have been an important part of village life in New Mexico and Southern Colorado; however, by the early 1900s, the practice of these traditional arts was declining. In 1925, the Spanish Colonial Arts Society was founded in Santa Fe to encourage and promote Spanish colonial arts and crafts and to inform and educate the public about traditional art forms, about traditional art forms in both their historic and contemporary contexts.

Since then, the Spanish Colonial Arts Society has played a major role in developing markets for the artists, increasing public awareness, preserving Spanish colonial art, and emphasizing the importance of continuing community traditions.

### Responsibilities

- Maintain Front of House staff schedules
- Create effective ways of communicating event schedules, staff schedules and programs
- Work the front desk and gift shop registers
- Maintain POS systems
- Provide excellent customer service while providing information on current exhibits, upcoming programs and events
- Includes some weekends and holidays, depending on the schedule

### Skills Required

- Excellent customer service skills
- Effective communication skills
- Experience working in visitor services and with POS systems (ex. Square)
- Previous staff scheduling experience
- Ability to work positively and be flexible in a busy and changing work environment

### Education

- High School Diploma

Please submit resumé to [vkendall@spanishcolonial.org](mailto:vkendall@spanishcolonial.org)