

Job Description

Date:	Summer 2026
Title:	Admissions Clerk
Department:	Admissions
Position Reports To:	Admissions Supervisor
Status:	Non-Exempt - Seasonal

Summary: The Admissions Clerk is one of the Center’s first points of contact for visitors with a focus on excellent visitor service. The position works with other front-line staff to achieve efficient and accurate transactions while communicating information on all Center activities.

Job Duties:

- Greets visitors, admitting them to the Center by charging/collecting fees through the frontline’s point of sales systems
- Assists in managing Exclusive Tours inquiries and bookings, promoting membership and raffle ticket sales, processing payments, and maintaining participant records
- Follows cash and money handling procedures set by the Center’s Accounting Department
- Answers visitors’ questions by maintaining knowledge of Center visitor policies, exhibitions and program schedules, upcoming events, and local area happenings
- Answers Center phone, direct callers, and answer questions
- Assists in tracking various forms of data
- Assists Admissions Supervisor in ensuring Center staff and visitors are informed of changes/updates

Competencies:

- Excellent communication skills including active listening, written and verbal
- Detail oriented and excellent organizational skills
- Ability to complete accurate transactions while multi-tasking
- Proficient computer skills with the ability to learn new software
- Team player

Supervisory Responsibilities:

- None

Required Education and Experience:

- Highschool degree with previous visitor service experience preferred.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Buffalo Bill Center of the West
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