



Title: Front Desk Staff

Reports to: Guest Services & Business Manager

The front desk staff ensures a high-quality experience for guests at the Automotive Hall of Fame.

This job includes:

- Open the building and turn on lights and exhibits for start of business day.
- Open register and set up daily paperwork.
- Greet visitors with a brief description of the museum and introduce the assigned docent if one is scheduled for the day.
- Charge the proper admissions fees and provide each guest with a visitor guide map.
- Assist guests with any problems or questions they may have and answer the phones.
- At the end of the day, close out the register and complete paperwork.
- Ensure that building doors are locked and turn off exhibits/lights for closing.

Wage: \$12/hour, 16-24 hours/week.

Conditions: Availability Thursdays – Sundays, 9 a.m. - 5 p.m. with occasional evening hours.

About the Automotive Hall of Fame

The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs that challenge young and old alike to higher levels of personal achievement.

It began in 1939 as the “Automobile Old Timers” association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is a 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by men and women from around the world. Since its founding in 1939, AHF has honored nearly 800 men and women.

The Hall also has a digital presence with a website, blog, emails and social media that tell stories of the people behind the automotive industry and the vehicles, innovations and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.

For more information about the Hall visit our website at: www.automotivehalloffame.org

How to apply: Please complete the [employment application](#) on our website.