

Visitor Services Associate

Location: Coastal Discovery Museum, Hilton Head Island, SC

Schedule: Saturdays: 8:30 am–5 pm and Sundays: 10:30 am–5 pm with some weekdays, (14 hours per week)

Salary: \$15–\$16/hour

Start Date: October 2026

Join the team at the Coastal Discovery Museum, a Smithsonian Affiliate!

We're seeking a part-time Visitor Services Associate (VSA) to provide exceptional guest service and create a welcoming experience for every visitor.

What You'll Do:

- Greet and assist visitors in person and by phone
- Manage reservations, process payments, and answer inquiries
- Support store sales and front desk volunteers
- Open and close the Discovery House and grounds following security procedures
- Learn and share details about our programs, tours, and memberships

Who You Are:

- Friendly, outgoing and enthusiastic about connecting visitors to the museum's mission: inspiring people to care for the Lowcountry
- Experienced with customer service, reservations, and online sales
- Flexible, and a great team player

To Apply:

Send your cover letter, resume, and three references to areiley@coastaldiscovery.org with "VSA" in the subject line.

About Us:

The Coastal Discovery Museum inspires people to care for the Lowcountry's environment, history, art and culture. Located on the Historic Honey Horn grounds, the museum offer year-round exhibits, programs, tours, events and Farmers Market. Since moving to our Honey Horn location in 2007, we've welcomed over 1.5 million visitors!