

**Guest Services Associate (Part-time, Hourly, Seasonal)**

The Zilker Botanical Garden Conservancy is a growing nonprofit organization dedicated to expanding wellness, education, and conservation at the garden. Our mission is to cultivate community and foster lifelong learning to inspire an appreciation of the botanical world.

**Pay:** $15/hr
**Job Type:** Part-time (15-25 hours/week)
**Schedule:** Day shifts, night shifts, weekends, and most holidays
**Location:** In-person

**Essential Duties and Responsibilities**

(As defined by the Americans with Disabilities Act, essential duties may include the following)

* Warmly welcome guests to the Zilker Botanical Garden
* Accurately process garden admissions
* Answer guest inquiries
* Maintain regular and punctual attendance
* Open the admissions booth and entry gate at the start of the day and secure them at closing time
* Must be available to work 15-25 hours per week, including weekends
* Work outdoors in varying weather conditions

**Requirements**

* Reliable transportation and a valid driver’s license or ID
* Customer service experience
* Excellent interpersonal skills
* Friendly, confident, and outgoing demeanor in customer service
* Ability to work weekdays, weekends, and occasional evenings, with extended hours during peak times or special events
* Capability to manage interruptions and multitask effectively

**Preferred Qualifications**

* Experience with point-of-sale (POS) software and equipment
* Experience processing credit card payments
* Previous museum or public garden experience
* Basic knowledge of the Zilker Botanical Garden
* Demonstrated ability to communicate clearly and interact cooperatively with visitors and coworkers
* Experience handling public inquiries professionally
* Flexibility in adapting to changing priorities
* Experience with detail-oriented tasks
* Bilingual (English/Spanish) is a plus

**To Apply:**

Please send your resume and a cover letter explaining why you want to work at Zilker Botanical Garden to info@zbgconservancy.org. Include your responses to the following questions:

* What are 2-3 dates and time ranges when you could be available for an interview?
* What is your general availability?
* Are you authorized to work in the United States?

This is a part-time position. A criminal background check will be required for all candidates under consideration. The Zilker Botanical Garden is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, national origin, age, disability, or veteran status.