

  
**NATIONAL SPORTING LIBRARY & MUSEUM**  
*preserving, promoting and sharing the literature, art and culture of equestrian, angling and field sports*

**Job Title:**

Visitor Services Associate  
National Sporting Library & Museum, Middleburg, VA

**Categories:**

Part-Time/Visitor Services/Administrative

**Job Description:**

The Visitor Services Associate is the first point of contact for all visitors to the National Sporting Library & Museum. Ideal candidate will have excellent communication skills and enjoy interacting with the public. Candidate must be comfortable with greeting visitors, answering questions, and sharing information about NSLM programming, collections, events, and membership. As NSLM educational programming continues to expand, ideal candidate will be eager to assist with tours and programs.

Primary duties include greeting and monitoring all visitors; answering phones; processing book and merchandise sales; daily open and close procedures; and assisting with other administrative tasks as required.

Basic computer skills and proficiency in Microsoft Word required. Proficiency in Microsoft Excel preferred. Previous volunteer or work experience with a non-profit, library, museum, or educational organization preferred but not required. Must be capable of working independently and as part of a team.

Hours: Part-time, weekends required (2 to 3 weekends per month).

Salary: \$12/hour

**To Apply:**

Submit cover letter, resume, and two reference names with contact information, via email to [info@NationalSporting.org](mailto:info@NationalSporting.org)

Please visit [www.NationalSporting.org](http://www.NationalSporting.org) to learn more about the NSLM