



JOB TITLE: VISITOR CENTER ASSOCIATE (PART-TIME)

Reporting Manager: Education Director/Chief of Interpretation

Position Status: Non-exempt

Classification Level: Part-Time, temporary (9/1/2026-12/31/2026)

Revised: August 2026

The Theodore Roosevelt Inaugural Site (TR Site) seeks an enthusiastic and personable Part-Time, temporary associate to engage with and assist guests in accordance with TR Site standards through the remainder of the 2026 calendar year.

The **Theodore Roosevelt Inaugural Site Foundation** is a 501(c)3 charitable organization founded in 1968 to operate, maintain, and interpret the historic home where Theodore Roosevelt took the Presidential Oath of Office following the assassination of President William McKinley in 1901. Our mission is to advance Theodore Roosevelt's legacy of leadership by inspiring civic engagement and preserving the site of his unexpected 1901 inauguration in Buffalo, New York, which sparked the birth of the modern presidency. Learn more at TRSite.org.

POSITION SUMMARY: As a TR Site associate, you will assist in welcoming visitors to the museum, answer questions and inquiries, and complete POS-based transactions along with daily opening and closing procedures. Visitors may be from very diverse backgrounds, so it is essential that applicants be able to engage with different types of audiences.

Schedule and Compensation: The position calls for Saturdays and additional days as needed, working closely with the TR Site team to identify special opportunities for additional hours. Understanding that individuals cannot work every weekend, it is expected that shifts can be swapped with other staff members for built in flexibility. Additional hours will be available from time to time. The position is temporary through the end of December 2026.

Starting pay rate is \$17.86 per hour.

Essential Functions of the Position Include, But Are Not Limited To:

- Maintain a friendly, personable, positive and respectful attitude with museum visitors.
- Operate the Visitors' Center, welcoming visitors and selling admissions.
- Provide retail sales in the museum shop.
- Assist with the setup, moving, and taking down of folding chairs/tables used in museum programming (occasionally, as needed).
- Perform routine light housekeeping and security checks.
- Respond to and resolve visitor complaints and concerns with patience and professionalism, including referring visitors to managers or other staff members as needed.

Revised August 2026



Qualifications:

- **EDUCATION:** Bachelor's degree in History or Education preferred but not required.
- **EXPERIENCE:** Minimum 1 years' experience in customer service preferred.
- **REQUIRED SKILLS:**
 - Ability to communicate well in public settings.
 - Professional and personable demeanor.
 - Responsible work habits and reliability.
 - Flexibility.
 - Positivity in dealing with new experiences and people.

How to Apply:

- Email the following to info@trsitem.org with "Visitor Center Associate" in the subject line:
 - Resume
 - Cover letter explaining the reason for your interest in the position, and why you feel you are well qualified to fill it, and;
 - Contact information for three (3) professional references.

Position Requirements and Working Conditions:

Physical Activities	Frequency (N) Never, (O) Occasionally or (C) Constantly
Ascending or descending stairs and the like.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	O
Moving about to accomplish tasks.	C
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	O
Travel to meet with various stakeholders	N
Assess risk, detect risk factors for site safety purposes through being aware of surrounding environment, individuals, noises, observations, etc.	O

Environmental Conditions	Frequency (N) Never, (O) Occasionally or (C) Constantly
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Low temperatures.	O
High temperatures.	O
Outdoor elements such as precipitation and wind.	N
Noisy environments.	N
Hazardous conditions.	N
Poor ventilation.	N
Small and/or enclosed spaces.	N
No adverse environmental conditions expected.	C

Physical Demands	Frequency (N) Never, (O) Occasionally or (C) Constantly
Sedentary work that primarily involves sitting/standing.	O
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	N
Heavy work that includes moving objects up to 100 pounds or more.	N

The TR Site is an Equal Opportunity Employer committed to a diverse workforce and does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.