

# Leigh Yawkey Woodson Art Museum

## JOB DESCRIPTION

**Job Title:** Gallery Attendant  
**Responsible to:** Business Manager  
**Status:** Non-exempt  
**Date:** January 2023

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### ***About the Leigh Yawkey Woodson Art Museum:***

As the only full-service art museum in northern Wisconsin, the Woodson Art Museum offers a myriad of community engagement opportunities and maintains its more than four-decade commitment to always-free admission. The Woodson Art Museum provides visitors with barrier-free access to a vast array of visual-arts experiences, including ever-changing artwork in the galleries, sculpture gardens, and Art Park [the Museum's interactive gallery], visiting artists' presentations and workshops, hands-on art making, and programs for all ages and life stages.

### ***Position Summary:***

The gallery attendant oversees the safekeeping of all artworks on public view and monitors visitor behavior. Our security staff must be committed to customer service, have above-average interpersonal communication skills, and be able to work under limited supervision.

### ***Principal Duties and Responsibilities:***

- Maintains a continual physical surveillance of galleries and public spaces.
- Observes visitor behavior to enforce the Museum's policies to ensure the safety of collections, exhibitions, visitors, staff, and facility.
- Observes the appearance of all public areas and reports problems to a visitor services team leader or facilities manager.
- Prepares galleries (indoors and outdoors) for visitors at the beginning of each day and security arming at the end of each day.
- Assists visitors in whatever way possible and is sensitive to visitors who have special needs.
- Assists in occasional light office procedures or other duties as assigned.

### ***Knowledge, Skills, and Abilities Required:***

#### Education/Experience:

- High school diploma required

#### Skills/Abilities:

- Tactful, courteous, and helpful demeanor
- Neat appearance in accordance with being a public representative of the Museum
- Punctual
- Attentive to details

***Schedule:***

Part time, must be available for some weekend hours. Schedule is completed for entire month.

Available shift options:

Tuesday through Fridays, 8:45 am – 12:15pm or 12:15 – 4:15 pm

First Thursdays of each month, 4:15 – 7:45pm

Every Thursday during *Birds in Art* exhibition, 4:15 – 7:45pm, i.e., September, October, and November (except Thanksgiving Day)

Weekends, 11:45am – 5:15pm

**To Apply:**

Via email to [info@lywam.org](mailto:info@lywam.org) with the following document:

- Woodson Art Museum Job Application, found at <https://www.lywam.org/get-involved/explore-jobs/>

**Contact:**

Diane Wendt, business manager

**Leigh Yawkey Woodson Art Museum**

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***Note:***

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.