

Leigh Yawkey Woodson Art Museum

JOB DESCRIPTION

Job Title: Occasional Gallery Attendant
Responsible to: Business Manager
Status: Non-exempt
Date: August 2024 – Immediate Opening

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 skills, and be able to work under limited supervision.

Principal Duties and Responsibilities:

- Maintains continual 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 the 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 assigned.
- Must be available to work some weekends

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

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 and requested by the supervisor. All requirements are subject to change over time, and to possible modifications to reasonably accommodate changing institutional needs and individuals with a disability.

The Woodson Art Museum is proud to be an equal opportunity employer and welcomes all to apply. We aim to attract and retain talented people from all backgrounds.

Applicants must submit Woodson Art Museum Job Application to:

info@lywam.org

Subject: Occasional Gallery Attendant