

Leigh Yawkey Woodson Art Museum
JOB DESCRIPTION

Job Title:	Gallery Attendant
Responsible to:	Business Manager
Status:	Non-exempt
Date:	July 2025

Position Summary:

The Woodson Art Museum is seeking applicants for part time gallery attendants. This is an onsite position with occasional weekend work required. The gallery attendant is a visitor service-oriented position that is responsible for safeguarding visitors, the collection, exhibitions, and the physical facility. The gallery attendants are responsible for monitoring gallery spaces and protecting the art while engaging the public by answering questions and providing information. Gallery attendants ensure a positive museum experience through exemplary customer service and education.

Principal Duties and Responsibilities:

- Maintains continual surveillance of galleries and public spaces. Serves as “soft security presence.”
- Observes visitor behavior to enforce the Museum’s policies to ensure the safety of collections, exhibitions, visitors, staff, and facility.
- Observes the appearance and functionality of all public areas and reports problems to a visitor service team leader or facilities manager.
- Conduct gallery checks and performs opening and closing procedures; including inspection of the galleries and surrounding areas to guarantee there are no safety or security issues or concerns.
- Assists visitors in whatever way possible and is sensitive to visitors who have special needs.
- Remain informed and up to date regarding artwork on view, program offerings, and events; enhance the visitor experience through engaging conversation when appropriate.
- Contributes positively and enthusiastically as a part of a team-oriented department.
- 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
- Maintains regular and consistent attendance and punctuality.
- Attentive to details

The Woodson Art Museum is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions) gender, gender identity, gender expression, age, sexual orientation, military status, veteran status or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the Woodson Art Museum’s commitment to the principles of fair employment and the elimination of all discriminatory practices.

Interested candidates should complete the attached application and send to info@lywam.org or drop off at the Woodson Art Museum, 700 North Twelfth Street Wausau, WI 54403.