

Pulitzer Arts Foundation

Pulitzer Arts Foundation is currently seeking Gallery Attendants with a strong interest in the arts and community engagement. This position is customer service oriented and requires interaction with the public.

Status: Part time / Non-Exempt

Reports to: Visitor Services Manager

Overview:

The primary responsibility of the Gallery Attendant is to ensure the safety of the works on view and provide courteous service to visitors.

Position Responsibilities and Duties:

Ensure the safety of art work.

- Responsible for monitoring and ensuring the safety of the artwork
- Maintain an alert and polite presence in the galleries
- Enforce all gallery policies and procedures

Provide courteous service to visitors.

- Provide a welcoming environment for visitors while also enforcing gallery policies and procedures
- Become knowledgeable on basic facts regarding current exhibitions, related programming, and the history of the Foundation by utilizing the materials provided training materials
- Politely remind visitors of pertinent policies
- Staff the front desk to greet visitors and collect visitor information

Assist with general duties of the visitor services department.

- Actively promote mailing list sign up
- Assist with setting up for special events and programs
- Perform duties as assigned at the front desk including answering phones and greeting visitors
- Collect pertinent visitor information
- Attend quarterly staff meetings
- Attend all training sessions
- Actively participate in daily meetings at the beginning of every shift
- Perform daily housekeeping tasks as needed
- Adhere to all Pulitzer policies and procedures as set forth in the employee handbook

Preferred experience and background skills:

- High school diploma or GED
- Prior experience as a gallery assistant preferred but not required
- Strong interest in the arts; art background a plus
- Strong customer service skills and able to interact easily with the public
- Ability to work open hour shifts including nights and weekends
- Strict adherence to professional ethics
- Maintain a neat and clean appearance
- Ability to stand and remain alert for long periods of time

The Pulitzer Arts Foundation is an equal opportunity employer.

Interested applicants should send a cover letter and resume via email to:

Sharice Williams
Assistant Business Manager and Human Resources Manager
swilliams@pulitzerarts.org