

**EMPLOYMENT OPPORTUNITY**

# Gallery Attendant

The Pulitzer Arts Foundation is currently seeking to fill the position of Gallery Attendant. The primary responsibility of the Gallery Attendant is to ensure the safety of the artworks on view and provide courteous service to visitors.

**Position:** Gallery Attendant

**Reports to:** Visitor Services Manager

**Status:** Part-time / Non-Exempt

## Position Responsibilities and Duties

### **Ensure the safety of the artwork**

- 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 Pulitzer by utilizing the materials provided in training materials
- Staff the front desk to greet visitors and collect visitor information when appropriate

### **Assist with general duties of the visitor services department**

- Actively promote mailing list sign up opportunities
- Assist with setting up for special events and programs
- Perform duties as assigned at the front desk including but not limited to answering phones and contacting taxi service
- Collect pertinent visitor information
- Attend quarterly staff meetings
- Attend all exhibition 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 ability to interact easily with the public
- Ability to work shifts during regular open hours, 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.

### **HOW TO APPLY**

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

**Sharice Williams**

Assistant Business Manager and Human Resources Manager  
employment@pulitzerarts.org