

EMPLOYMENT OPPORTUNITY

## Gallery Attendant

**Position:** Gallery Attendant

**Reports to:** Visitor Experience Manager

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

**Salary:** \$11.00 per hour

The Pulitzer Arts Foundation is a museum that believes in the power of dynamic experiences with art. Presenting contemporary and historic art in dialogue with its celebrated Tadao Ando building, the exhibitions and programs inspire new ideas and perspectives. The Pulitzer is a place for contemplation and exchange that brings art and people together.

### Job Purpose

The purpose of the Gallery Attendant position is to ensure the safety of the art on view at the museum while also providing a meaningful experience to all visitors through excellent customer service. This position is customer service-oriented and requires interaction with the public.

### Experience and Background Skills

- High school diploma or GED
- Customer service and/or retail experience and the ability to interact easily with the public
- Prior experience as a gallery attendant preferred but not required
- Strong interest in museums and the arts
- Available to work open hour shifts and events including evenings, weekends and some holidays
- Strict adherence to professional ethics
- Maintain a neat and clean appearance
- Ability to stand and remain alert for long periods of time
- Ability to lift 25lbs
- Dependability and punctuality

## Position Responsibilities and Duties

- Staff the museum during open hours and events to ensure safety of the artwork and provide information to visitors
- Maintain basic knowledge of artwork on view, current and upcoming exhibitions, museum activities, programs, and the history of the Pulitzer
- Perform duties at the information desk including but not limited to greeting visitors, collecting visitor information, answering the phone, and operating the point of sale system for the purchase of Pulitzer merchandise
- Monitor visitor interactions with the art on view and maintain an alert presence in the museum to ensure the safety of the artwork
- Provide a welcoming environment for visitors while also enforcing museum policies and procedures in a polite and respectful manner
- Actively promote public programs and events to visitors
- Perform duties to assist with special events and programs including hospitality, equipment and furniture setup and breakdown
- Perform daily housekeeping tasks as needed
- Participate in ongoing staff training on museum policies, practices, and exhibitions
- Adhere to all Pulitzer policies and procedures as set forth in the employee handbook

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, Director of Human Resources at [employment@pulitzerarts.org](mailto:employment@pulitzerarts.org).