

Long Beach Museum of Art

Job Title: Gallery Attendant

Department: Education and Visitor Services

Reports to: Director of Education and Visitor Services

Status: On call, seasonal, Non-Exempt. Schedule varies, 6-26.5 hours/week

Gallery Attendants create a positive visitor experience ensuring that the visitors' first and last impression at the Museum is a positive one. A Gallery Attendant provides excellent customer service that is conducive to repeat visitation, membership conversion, and positive word of mouth for the Museum. They have a good working knowledge of the LBMA facilities, exhibitions, activities, and assist with admission. As well as greeting visitors, orientation, and daily set up for public spaces and special events. Gallery Attendants will be cross-trained in customer service, sales, safety, gallery procedures, and museum exhibitions.

Qualifications

Requires excellent communication skills, ability to provide the highest level of customer service at all times, listen actively to visitors, and be responsive to their needs and expectations. The ideal candidate is passionate about art. The ability to problem solve on the spot and be flexible is highly recommended.

Experience in customer service required. Dependability is a must. Ability to stand for long periods of time is required. A background in museum setting, gallery, or degree in Art is desirable. Bilingual skills and CPR training are a plus. Employees are required to follow LBMA policies and instructions. Background Check may be required.

Special Requirements

Evenings, and weekend work will be required.

Please send resumes to: lisam@lbma.org

No phone calls please