**Job Title:** Gallery Attendant

**Department:** Visitor Services  
**Reports to:** Visitor Services Manager  
**Status:** Part time, Non-Exempt. Schedule varies, 12-24 hours/week

**Job Summary**

Gallery Attendants offer a positive, enjoyable and memorable experience to all visiting Museum guests, are the face of the Museum and provide guests a lasting impression by offering excellence in customer service. Gallery attendants support the Museum in all functions of Visitor Services, including assisting with museum admissions, handling general information calls—including Claire’s at the Museum, ticketing for special events, ushering duties at lecture events among other tasks. Will be required to work with cash handling. Provides assistance with general information and directions. Overall, will have a great knowledge of the LBMA facilities, exhibitions, activities, and will assist with daily operations including the Museum store.

**Qualifications**

Strong customer service skills are a must, ability to perform routine support tasks that require collaboration with staff, projects, programs, methods and practices. Basic computer knowledge, proactive with safety awareness and safeguarding of the art, follows gallery procedures, and maintains knowledge of the Museum’s exhibitions and programs.

Listens actively to visitors, and is responsive to needs and expectations of all museum guests. 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 a museum setting, gallery, or degree in Art is desirable. Employees are required to follow LBMA policies and instructions.

**Requirements**

Evenings, and weekend shift will be required. Other incidental duties as required.

Astute, professional demeanor, and team player.

Please send resumes and a cover letter to allanl@lbma.org.

No phone calls please.