

Job Posting: GALLERY ATTENDANT

Job Status: Part Time

Hours: Average of 20 hours per week based on the Museum open hours schedule of Tuesdays, Thursday, Fridays, Saturdays and Sundays. Candidates must be open to working a schedule during these open hours.

If you are a friendly, engaging individual looking for a part time position in a leading Grand Rapids cultural organization, the Grand Rapids Art Museum (GRAM) has a wonderful opportunity for you to join our team as a Gallery Attendant. Our Gallery Attendants work to ensure our guests have the best possible experience when visiting the museum galleries by providing a friendly and safe atmosphere, while encouraging communication and learning. In your role, you will also have the opportunity to be cross trained in our other similar Visitor Experience role, Visitor Services Associate.

Essential responsibilities include but are not limited to the following:

- Supervise and facilitate guest experiences in the galleries including encouraging appropriate behavior and monitoring artwork and museum areas to ensure safety and security.
- Be knowledgeable of museum information and be able to communicate that information to visitors.
- Joyfully engage each guest with a smile and a greeting, acknowledging and responding to any visitor questions.
- Ensure that all exhibition components are operational and independently troubleshoot exhibition issues.
- Monitor and maintain cleanliness of the galleries and perform minor cleaning of interactive spaces as needed.
- Receive cross-training as a Visitor Services Associate to be able to fill in as needed at the front lobby desk.
- Work as a team player, supporting GRAM values and museum etiquette.

GRAM is looking for individuals who have a passion for providing excellent customer service as well as an interest in learning about art. Other experience and skills include the following:

- Previous hospitality, customer service or retail experience.
- Ability to stand for extended periods.
- High School Diploma or GED
- Second language is a plus

Starting Hourly Rate: \$14.50 per hour plus paid time off

Interested candidates should send a resume to careers@artmuseumgr.org

Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.