

POSITION LISTING: Gallery Attendant

DESCRIPTION

The Pearl Fincher Museum of Fine Arts (the Pearl) is currently seeking to fill the positions of Gallery Attendant; positions will remain open until filled. Gallery Attendant is an hourly, part-time position. Nights, weekends, some holiday hours required.

The museum (founded 2008) is a fine arts museum in Northwest Houston, with over 100,000 visitors in its first 4 years of service and six major exhibitions per year from the Museum of Fine Arts, Houston, and other institutional and private lenders. The Pearl has an active, year-round series of educational and public programs, and serves multiple school districts and colleges. Gallery Attendants have the following responsibilities, plus other duties as assigned:

Art Safety and Security: The Gallery Attendants are directly responsible for ensuring the safety and security of the art on exhibit and otherwise kept at the museum, the physical plant (the museum and its surrounding property), and assisting in ensuring the safety and security of the museum's visitors and guests. Gallery Attendants will also be trained on and perform tasks pertaining to "gallery and exhibition prep," and maintaining the cleanliness and appearance of the art, the facilities and the grounds. Gallery Attendants MUST understand and adhere to security protocols (you will be trained on same), to keep the art and the museum safe and secure for our visitors. Failure to follow security protocols will result in immediate dismissal.

Visitor Services: Gallery Attendants are the public "face" of the museum to our visitors. Gallery Attendants must: have excellent interpersonal skills; maintain an awareness and understanding of the Pearl's many programs and activities; be attentive to visitors' needs and questions while maintaining high-level museum and art safety; learn to operate a cash register and other retail functions for shop sales, memberships, other transactions. Gallery Attendants may also be called on to assist museum staff and volunteers with art education, art tours, and other tasks pertaining to exhibitions, programs and services.

Museum Volunteers and Donors: Gallery Attendants will assist in a wide variety of activities related to donors and museum volunteers, including (but not limited to): museum special events; an annual Gala (off-site); donor and volunteer events; and a wide variety of other tasks pertaining to donors, collectors and others with whom the museum interfaces.

REQUIRED QUALIFICATIONS

- To perform art and museum security tasks, must be able to stand for long periods of time, walk, and must be able to maintain visual surveillance of visitors and museum guests.
- To perform gallery prep and other physical plant tasks, must be able to lift and move up to 60 lbs., climb stairs and ladders, paint walls and trim, and use other tools for preparing the galleries.
- Excellent work ethic and outstanding interpersonal skills.
- Attention to detail, ability to work independently and to multitask in busy museum environment.
- Knowledge and awareness of the arts, interest in learning about the exhibitions and the museum and sharing this with others.
- Excellent writing skills

OTHER REQUIREMENTS

Nights, weekends and some holiday hours required, sometimes on an irregular or unplanned basis. Valid Texas driver's license required (may be obtained within 60 days of employment); some driving in personal vehicle may be required. Must adhere to dress code as directed by the Employee Handbook to properly represent the museum to the public, and to be clearly identifiable to the public as a security/safety representative for the museum. Failure to follow and enforce museum security and safety protocols on behalf of the museum will result in immediate termination.

COMPENSATION

\$11.00 per hour.

APPLICATION

Email resume and cover letter to: Kayla Osby, Operations Manager.

Pearl Fincher Museum of Fine Arts, 6815 Cypresswood Drive, Spring, TX 77379; 281.376.6322;

kayla@pearlmfa.org.