

Phoenix Art Museum is looking for **On-Call Gallery Attendants** to help provide a safe, secure environment for the Museum's collections, its members, visitors, volunteers and staff while maintaining the Museum's customer service program and standards.

***** "On-Call" is the designation of very part-time employment (<15 hours/week). This position will have a set schedule two weeks in advance. *****

MAIN JOB DUTIES

1. Remain alert and watchful, circulate frequently through scheduled post to deter acts of vandalism, theft or negligence and ensure the safety and positive experience of visitors.
2. Stand at posted area for long periods of time.
3. Report all suspicious conditions or persons; provide descriptions of violators of Museum policies; report accidents, injuries and/or hazardous conditions.
4. Effectively handle evacuations and difficult situations according to Museum policy.
5. Assist in the set-up and take-down of special events.
6. Assist Visitor Services and Receiving staff with package check-in.
7. Proactively seek and obtain information regarding Museum policies/promotions, activities and events in order to provide a high level of customer service.
8. Advise Security Manager and Security Supervisors of any areas of the Museum that require cleaning and/or maintenance.

ADDITIONAL RESPONSIBILITIES

9. Actively promote Museum membership.
10. Treat the public with courtesy and respect while upholding Museum policies.
11. Report to work punctually, dressed in approved Museum Security uniform fully prepared for each scheduled shift.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent.
2. Previous security experience desirable.
3. Proven customer service skills.
4. Ability to stand for long periods of time.
5. Ability to lift 30 pounds unassisted.
6. Strong communication skills and ability to interact politely and effectively with a wide range of Museum members, visitors, volunteers and staff.

Submit cover letter, resume and salary history to job code PAM-OCGA:

Email: HR@phxart.org

Fax: (602) 257-2127

Mail: Human Resources Manager
Phoenix Art Museum
1625 N. Central Avenue
Phoenix, AZ 85004-1685

Job Status: On-call, non-exempt, regular

Pay rate: \$9.00/hour

EOE