

Phoenix Art Museum is looking for ***Part-Time 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.

**These positions will be scheduled approximately 15 hours per week, and availability requires evening shifts during the week and/or weekends.**

### **MAIN JOB DUTIES**

1. Remain alert and watchful, circulate frequently through assigned post to deter acts of vandalism, theft or negligence and ensure the safety and positive experience of visitors.
2. Maintain appropriate level of art knowledge about the permanent collection pieces and visiting exhibitions. Attend docent lectures, education and curatorial presentations.
3. Stand at posted area for long periods of time.
4. Report all suspicious conditions or persons; provide descriptions of violators of Museum policies; report accidents, art handling incidents, injuries and/or hazardous conditions.
5. Effectively handle evacuations and difficult situations.
6. Maintain Red Cross certifications (provided by the Museum) for First Aid, CPR, and AED, and act as first responder to any medical situations in your assigned post.
7. Assist in the set-up, tear-down, crowd control, and liquor law enforcement of special events.
8. Proactively seek and obtain information regarding Museum policies/promotions, activities, exhibitions, and events, in order to provide a high level of customer service.
9. Maintain Emergency Art Handling and conservation training.
10. Advise Security Management of any areas of the Museum that require cleaning, maintenance, or other attention.
11. Report to work punctually, dressed in approved Museum Security uniform fully prepared for each scheduled shift.
12. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Education and Experience:

1. High school graduate or equivalent
2. One year of customer service experience.

Knowledge of:

1. Customer service best practices and standards.

Skill and ability to:

1. Stand for long periods of time.
2. Lift 30 pounds unassisted.
3. To interact and communicate professionally, courteously and effectively with a wide range of Museum members, visitors, volunteers and staff.

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

Email: HR@phxart.org

Fax: (602) 257-2127

Job Status: Part-Time, non-exempt, regular

EOE