# Phoenix Art Museum

Phoenix Art Museum is looking for responsible, professional individuals to join its team for the upcoming exhibition of:

## Hollywood Costume

The exhibition at Phoenix Art Museum, the first and only showing west of the Mississippi, will be a rare opportunity to see the clothes worn by unforgettable characters from films such as *The Wizard of Oz, My Fair Lady, Superman, Titanic, Harry Potter and the Half Blood Prince, Dark Knight Rises*, and so much more. Many of the costumes have never left private and archival collections in California, and most have never been publicly displayed or seen beyond the secure walls of studio archives. It will truly be a once-in-a-lifetime event.

#### **GALLERY ATTENDANT**

Gallery Attendants ensure that all visitors are welcomed to the Museum by providing the highest standards of customer service, and provide a safe, secure environment for the Museum collections, its members, visitors, volunteers and staff.

## Responsibilities include:

- Remain alert and watchful, circulate frequently through scheduled posts
- Ensure that the art work in the Museum is not touched or damaged

#### Minimum qualifications:

- High school graduate or equivalent; one year of customer service experience
- Must be able to stand for long periods of time and lift 30 pounds unassisted

## **VISITOR SERVICES ASSOCIATE**

Visitor Services Associates are the first staff members to welcome visitors into the Museum. They greet Museum visitors with professionalism and courtesy by collecting admission fees, verifying membership status and answering questions about the Museums collection, exhibition, events and facilities.

## Responsibilities include:

- Operate ticketing system to collect admission fees and verify membership status
- Actively promote Museum membership to visitors

#### Minimum qualifications:

- High school graduate or equivalent; one year of customer service experience
- Experience in cash handling, and knowledge of cash handling procedures.

# **RETAIL SALES ASSOCIATE**

Retail Sales Associates work in *The Museum Store* and provide prompt and courteous sales assistance to Museum visitors by offering good product knowledge, using point of sale (POS) system to tag and sell merchandise, and answer visitor questions in person and on the phone.

## Responsibilities include:

- Accurately operate a cash register and POS system
- Restock merchandise in accordance with Managers merchandising plan

## Minimum qualifications:

- High school graduate or equivalent; one year of customer service experience
- Experience in cash handling and knowledge of cash handling procedures
- Proficient in the use of a cash register/POS system

Start date: February 26 . March 12, 2014

**End date:** These are seasonal positions that end on July 6, 2014

Classification: 15-35 hours per week, seasonal/temporary

Pay rate: \$9.00 per hour

All seasonal employees receive a free Phoenix Art Museum 1-year membership, and Museum discounts in The Museum Store, Palette, and more!

Submit cover letter and resume using the applicable job code in your submission:

Gallery Attendant: CB-GAHC
Visitor Services Associate: CB-VSAHC
Retail Sales Associate: CB-RSAHC

Email HR@phxart.org FAX: 602-257-2127

Human Resources Department Phoenix Art Museum 1625 N. Central Avenue Phoenix, AZ 85004-1685

www.phxart.org