

### **Visitor Services Representative**

To provide enthusiastic and educational customer service to all museum visitors and constituents, ensure protection of works on display in the galleries, and support the Visitor Service Supervisors and museum operations as necessary. **Responsibilities include:** Welcoming and engaging all Museum visitors and constituents, orientate them to the Museum facility, and introduce current exhibitions and programs. Performing the role of Gallery Educator by circulating through the galleries, engaging visitors in dialogue, provide information on the exhibition or artists, and be aware of security issues pertaining to the art work or Art Museum visitors. Remind visitors that photographing the art and physical contact with the art is prohibited, and that food and beverages are not permitted. Relieving the Visitor Services Supervisors at the front desk and perform all of the operations of the front desk with the exception of opening/closing security duties and end-of-day reporting/balancing. **Requirements:** High School Diploma or GED required (BFA or MFA preferred). Customer service experience required. Ability to work with the public, school personnel, students, and volunteers with ease and enthusiasm. Willingness to work flexible hours, including evenings and weekends. Computer experience required; additional training on specialized software is provided. Ability to manage several projects simultaneously. **There are two part-time positions, working less than 20 hours per week.**