**Mississippi Museum of Art**

**POSITION:** Gallery Attendant  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Manager of Visitor and Member Services  
**STATUS:** Part-time (includes evenings and weekends)

**POSITION SUMMARY**
The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of professionals that works to ensure that the Museum’s exhibitions, programs, operations, and community outreach are of the highest quality and relevance to the people of Mississippi. The Museum seeks a reliable, outgoing individual to join our team as a Gallery Attendant. This individual will be responsible for providing a safe and secure environment for Museum visitors and art exhibitions in accordance with the Museum’s security and visitor services programs. Gallery Attendants are stationed inside the galleries and provide Museum visitors with a welcoming experience at the Museum. Long periods of standing are required.

**ESSENTIAL FUNCTIONS**
Job responsibilities include but are not limited to:
- Provide a friendly and welcoming impression to all visitors.
- Interact with Museum visitors in a courteous and respectful manner while making sure Museum policies are enforced in accordance with security procedures.
- Make sure exhibition spaces are maintained and report problems to appropriate staff members.
- Work with Museum staff to ensure smooth operation of the Museum during public hours and public events.
- Assist the Manager of Visitor and Member Services when needed.
- Attend mandatory trainings to become knowledgeable about Museum exhibitions, policies, and security procedures.
- Assist Museum Teaching Fellows in performing duties—such as, guiding tours and managing school groups.
- Assist volunteers as needed.

**COMPETENCY**
- Observant and detail-oriented
- Able to stay alert and stand for long periods of time
- Friendly and customer-oriented
• Able to apply good judgement to a variety of situations

SUPERVISORY RESPONSIBILITIES
• None

PHYSICAL DEMANDS & WORK ENVIRONMENT
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Work may be performed both indoors and outdoors throughout the facility and grounds as well as at off-site locations.
• Stand and walk for up to two hours without a break

EXPECTED HOURS OF WORK
This position requires general availability during normal Museum hours including weekends and holidays, official Museum evening events, and private events.

TRAVEL
Travel is not required.

REQUIRED EDUCATION AND EXPERIENCE
• Completion of high school or GED
• Experience working with the public or in a customer service position
• Specific training will be provided

ADDITIONAL ELIGIBILITY QUALIFICATIONS
• Successfully complete training. Applicant may be subject to a background check

No phone calls, please. For consideration, please forward a current résumé and personalized cover letter to careers@msmuseumart.org.

The Mississippi Museum of Art is an Equal Opportunity Employer.