

**The Newark Museum Association
Position Announcement**

Gallery Attendant

Position Objective:

Under the supervision of the Security Manager, the Gallery Attendant performs a wide variety of services in support of visitor services. This includes setting a positive tone and image to visitors, providing information and monitoring public activities in Museum galleries and other public areas.

Specific Duties and Responsibilities:

- Monitors public activities occurring within Museum galleries and other public areas.
- Tracks visitor counts.
- Notifies Attendant Supervisors, or Security Guards, or Security Manager of any incident that may warrant attention.
- Answers general questions from visitors, such as location of galleries, activities, events, rest rooms and public phones.
- Enforces Museum rules and follows established procedures. Reports any conditions or behaviors that are in violation of these rules.
- Communicates effectively, when appropriate, with both children and adults in a courteous and professional manner.
- May be responsible for ticket sales for the planetarium or special events.
- Performs coat and property checking functions.
- Performs other duties as assigned.

Qualifications:

Excellent customer and communication skills. Must be able to stand for long periods of time. Must be comfortable working with large crowds of visitors including children.

Send letter of application and resume to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer. Please be advised that due to the high volume of applicants, we can only contact those candidates whose qualifications meet the requirements of this position.