

Bennington Museum

Art • History • Innovation

JOB DESCRIPTION

Job Description: GALLERY ATTENDANT

Date: September 2021

Reports to: Deana Mallory, Director of Public Programs

Job Summary:

The Gallery Attendant is responsible for welcoming visitors to the Museum and galleries, providing information about the Museum, ensuring the safety of collections and users throughout the building, and maintaining a presence that balances being available for assistance while not unnecessarily intruding on visitors' experience in the Museum.

Job Duties & Responsibilities:

- Maintain a welcoming presence in the galleries,
- Circulating among the permanent and changing exhibits observing where assistance might be appropriate,
- Be alert to any behavior or activity in the galleries that might compromise the security or integrity of items on display,
- Be familiar with the building layout to be able to direct visitors to the various exhibits and spaces in the building,
- Be familiar with the features of the Museum campus in order to be able to direct visitors to the outdoor areas and features,
- Recognize and report any problems with building systems to appropriate staff,
- Perform light housekeeping duties.

Skills and Qualifications:

- be approachable and tactful in interacting with people,
- demonstrate judgement by providing the necessary amount of detail in communicating with visitors,
- recognize situations that require intervention and act quickly and appropriately,
- be dependable in working assigned hours,
- be flexible and willing to perform special duties as assigned,
- be able to walk through all galleries and remain on one's feet throughout a shift.

18 hours per week (3 days)

Hourly rate: \$13.26

To apply, email resume, cover letter, and one reference to Deana Mallory:
dmallory@benningtonmuseum.org