

Volunteer Opportunity

Gallery Attendant

Position DESCRIPTION

Status: Part-time; hourly (non-exempt) Starting wage: Volunteer

The Dusable Museum of African American History (DSM) has multiple openings for Gallery Attendants. This position has primary responsibility for the safety and protection of visitors and works of art in the museum. Additionally, Gallery Attendants will ensure that visitors have a positive experience at the museum by answering routine questions and providing assistance as needed.

Gallery Attendants generally will be scheduled during periods of higher attendance to the museum and/or when full-time staff members are unable to monitor the galleries, including during special exhibitions and events and on weekends.

Essential Functions

Gallery Attendants are responsible for:

- Assisting staff and volunteers in enforcing Museum guidelines;
- Actively monitoring the galleries and public areas of the museum while on shift;
- Maintaining gallery logs for each shift and reporting all incidents to the appropriate staff;
- Warmly greeting all guests, answering or directing questions to the appropriate volunteer/staff
- Ensuring visitors' safety in the event of an injury or emergency, including helping to physically lift and provide basic first aid to visitors and/or to use a fire extinguisher
- Completing an on-site training and short test on museum security policies
- Completing an orientation, reading provided updates, and attending regularly scheduled training sessions
- Performing other duties as assigned

Required Education and Experience

Gallery Attendants must meet the following basic qualifications:

- High school diploma or equivalent and ability to read and understand written material
- Must have a pleasant demeanor and a genuine interest in communication with members of the public and providing assistance to visitors.

Preferred Qualifications

- 1-2 years of work experience

Physical Requirements

Additionally, Gallery Attendants shall be physically, mentally and otherwise fit to perform in that capacity, as evidenced by:

- Must be able to see, hear normal conversation (prosthetic acceptable), and communicate effectively with visitors;
- Must be able to stand, climb stairs, and walk during up to four (4) hours shifts with minimal rest breaks;
- Must be able to lift and/or move up to 25 pounds unassisted.

Mission of the DuSable Museum of African American History:

To promote understanding and inspire appreciation of the achievements, contributions, and experiences of African Americans through exhibits, programs, and activities that illustrate African and African American history, culture, and art.

HOW TO APPLY:

Please email resume and letter of intent, to Leticia Ransom at lransom@dusablemuseum.org, with “Gallery Attendant” as the subject. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.