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Part Time Gallery Attendant

Position Objective:

Under the supervision of the Assistant Director of Facility Operations, 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.
- Answers general questions from visitors, such as location of galleries, activities, events, and rest rooms.
- 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.
- Notifies Attendant Supervisors, or Security Guards, or Visitor Services Manager of any incident that may warrant attention.
- Tracks visitor counts.
- Performs coat and property checking functions if necessary.
- Performs other duties as assigned.

Qualifications:

H.S. diploma or equivalent. Must have excellent customer service and communication skills. Must be able to stand for long periods of time. Must be comfortable working with large crowds of visitors including children.